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ABSTRACT

This manual was prepared as a resource for administrators, faculty, university counselors, and independent school districts in developing and reviewing articulation agreements and tech prep programs. Chapter 1 is the introduction to the program. The chapters that follow are: (2) benefits derived from articulation; (3) types of articulation, including advanced placement, credit by exam, credit for experiential learning or work experience, dual credit, program articulation, tech prep, and transfer to universities; (4) competency-based curriculum and articulation; (5) high school articulation process and flow chart; (6) applying the high school articulation agreement; (7) updating the high school articulation agreement; (8) expiring the high school articulation agreement; (9) record keeping and data gathering; (10) how to apply for articulated credit; (11) tech prep process and flow chart; (12) dual credit; (13) community education articulation; (14) university articulation; (15) The University Center (TUC); and (16) distribution of articulation materials. Appendices provide definitions of terms, sample articulation agreements and tech prep plans, a printout of the district's articulation database, sample forms, and contact lists. (AS)

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NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

ARTICULATION MANUAL

Developed and Compiled by:

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This manual has been developed by the Articulation Services Office in response to the recommendations of administrators and faculty from North Harris Montgomery Community College District and surrounding independent school districts. It has been developed to assist individuals in articulation and tech prep initiatives. It is meant to be a resource that administrators, faculty, and counselors from universities, independent schools districts and the North Harris Montgomery Community College District can use to efficiently and effectively develop and review articulation agreements and tech prep programs.

It is available in print from the Articulation Services Office and on the Articulation Services Home Page which can be accessed through the Internet at http://dont4.nhmcced.edu/h_as.htm.

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Articulation

North Harris Montgomery Community College District seeks to provide an educational and training structure that is sensitive to the transition of high school students to the college level. The process that facilitates rather than inhibits orderly progression through programs of instruction is commonly referred to as "**articulation**". Articulation agreements have been made between North Harris Montgomery Community College District (NHMCCD) and high schools in the District service area (Aldine, Conroe, Humble, New Caney, Splendora, Spring, Tomball and Willis) as well as many others in the Gulf Coast area. These agreements allow students who successfully complete certain courses in high school to apply for college credits for equivalent college courses, contingent upon enrollment in a specified program at North Harris Montgomery Community College District which contains the articulated course. Students must apply for articulated credit within 28 months of high school graduation and must complete a minimum of six semester hours within the post-secondary program prior to being awarded articulated credit.

Students interested in completing articulated courses should contact their high school counselor or occupational/technical instructor prior to enrollment. Upon completion of high school articulated courses and high school graduation, students may apply for articulated credit following the procedure outlined in Chapter 10 of this handbook.

NHMCCD also has articulation agreements with many universities in the Greater Gulf Coast Area. The university articulation agreement facilitates the complete transfer of all courses completed at NHMCCD to the specific program at the selected university. Refer to Chapter 14 for detailed information on university transfer and articulation.

CHAPTER 1: INTRODUCTION

North Harris Montgomery Community College is committed to providing a variety of methods for granting of credit for competencies/skills attained outside of the traditional college classroom. This process is called ***ARTICULATION***.

Articulation is an UMBRELLA Term

ARTICULATION is an umbrella term that encompasses a variety of types of articulation including:

- advanced placement
- business, professional, and/or private organization certification
- CLEP, AP, and PEP
- competency-based course comparison
- continuing education/college credit
- credit by exam
- credit for experiential learning or work experience
- dual credit
- program articulation
- Tech Prep
- transfer to universities

This handbook will explain the differences between the types of articulation as well as the process and procedures that are followed to award each type of articulated credit.

Focus on Competency-based Course Articulation

North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, dual-credit articulation, and transfer to universities. These will be discussed in great detail in the following chapters.

CHAPTER 2: BENEFITS DERIVED FROM ARTICULATION

Benefits derived from successful articulation include:

For Students

1. saves money on tuition, fees, and books;
2. shortens time in school;
3. reduces duplication of instruction;
4. expands program content;
5. improves job readiness skills;
6. increases enrollment in articulated courses in high school;
7. increases enrollment in articulated courses in college; and
8. improves job placement potential.

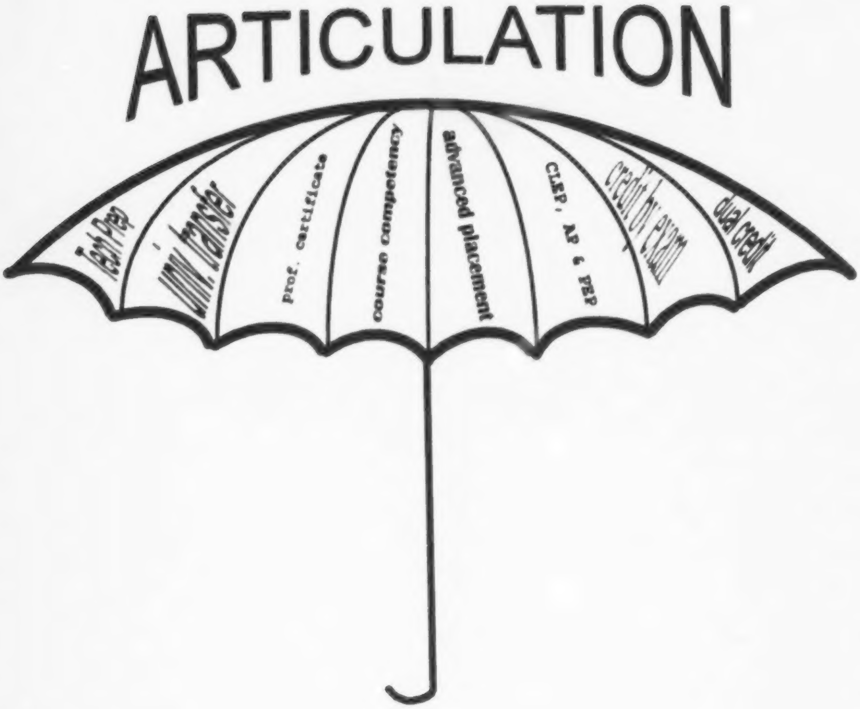
For Parents

1. saves money on tuition, fees, and books;
2. saves time for the student; and
3. better prepares student to enter the workforce.

For the Educational Institutions

1. reduces duplication of instruction;
2. expands program content;
3. facilitates communication between the high school and the college instructors and administrators;
4. enhances public relations;
5. increases the usage of selected college faculty, especially adjunct faculty;
6. increases enrollment in articulated courses at the high school;
7. increases enrollment in articulated courses at the college;
8. assist with recruitment at all levels of education;
9. promotes a more unified educational system; and
10. increases revenues for educational institutions.

CHAPTER 3: TYPES OF ARTICULATION



North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, dual-credit articulation, and university transfer.

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Articulation

Articulation is an umbrella term relating to the various methods by which a student can receive credit for skills and knowledge mastered outside of the traditional post-secondary classroom or enter post-secondary study at an advanced level (above entry level). Many terms are used to describe various types of articulation: time-shortened, competency-based course comparisons, Tech Prep (4 + 2), 2 + 2, and so on. In practice some of these terms are used to denote different things and many of them overlap.

Advanced Placement

All articulation results in advanced placement that allows students to skip the introductory-level courses and enter second-semester (or above) courses. Advanced placement methods include the equating of departmental challenge exam results, previous grades, articulated credit, and/or interviews by the appropriate department with certain prerequisites. Some types of advanced placement are not indicated on the student's transcript and no credit is awarded for the courses that are skipped. Students are simply allowed to bypass introductory/first semester or first year courses and proceed directly to more advanced/second semester or second year courses. All students are urged to contact the Associate Dean of the specific program area for further information about advanced placement prior to registration.

Levels of Articulation

There are two levels of articulation: (1) high school to college (vertical articulation); and (2) community/junior college to community/junior college (lateral or horizontal articulation) or community/junior college to university (vertical articulation).

High School to College

In the first level of articulation, high school students who successfully master outcomes/skills in an articulated high school course or courses may apply for and receive credit in a course or courses with matching competencies at the college level after meeting the special conditions for articulated credit. These articulated courses are generally in the occupational/technical program areas. The most common type of high school articulated credit is *course (outcome) competency-based articulated credit* for individual courses. These courses may be included on Tech Prep Educational Plans and are often referred to as Tech Prep articulated courses. A complete matrix of high school articulated courses by independent school district may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

College to College or University

In the second level of articulation, community/junior college students may receive credit for competencies/knowledge mastered in a course or courses at another community/junior college or four-year university. This type of articulation is usually referred to as **transfer credit**. A complete list of NHMCCD courses that transfer to most universities in the Gulf Coast area is available on the Transfer Equivalency Guide through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Transfer Equivalency Guide

Transfer credit equates credit for a course at one post-secondary institution to the a course at another post-secondary institution. Usually these courses are listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL (TCCN) published by the Texas Higher Education Coordinating Board. Individual post-secondary institutions may also compile **transfer equivalency guides** that list course equivalents at a variety of colleges and universities. The NHMCCD University Course Transfer Matrix can be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Transfer Planning Guide

Frequently many transfer courses are listed for specific university programs on **transfer planning guides**. Transfer planning guides are recommended sequences of courses to be completed at a community/junior college prior to transferring to a four-year university. A complete list of NHMCCD transfer planning guides by university may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

These transfer planning guides do not usually result in an associate degree or certificate at the community/junior college; their primary purpose is to allow the student to take a series of courses at the community/junior college that will transfer to a particular university in a specific degree program.

Lateral Articulation

Lateral articulation is articulation from one institution to another at the same level of education. For example: courses articulated from one community/junior college to another community/junior college.

Vertical Articulation

Vertical articulation is articulation from a lower-level educational institution to an upper-level educational institution. For example, from high school to a community/junior college or from a community/junior college to a university.

Categories

Articulation activities between secondary and post-secondary institutions can be grouped into two main categories. These are (1) **competency-based course articulation** and (2) other types of articulation.

Business, Professional, Private Organizations

Business, professional, and private organizations may have special certifications or credentialing practices. In some cases these certificates/credentials may earn the holder a certain amount of articulated credit in a particular program at the post-secondary level. For example: successfully completing the TDH EMT Basic Certification may earn an individual seven hours of credit in the Paramedic Technology program. Please contact the Director of Articulation Services in the Articulation Services Office of NHMCCD for more information on this type of articulation.

Competency-based Course Articulation

The most common type of articulation is the competency-based articulation. In this type of articulation competencies (or learner outcomes) and performance levels mastered in a high school course(s) are compared with those contained in a post-secondary course(s). If the competencies and performance levels match, the courses can be articulated. If the competencies and performance levels do not match, the secondary school may choose to revise its curriculum to include those missing competencies/performance standards. If not, no articulation is possible. *Articulation in this manner is based solely on matching competencies/outcomes and performance levels/standards*; seat time, credit/contact hours, etc. are not a major criteria for articulation. A complete matrix of high school articulated courses by independent school district may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Continuing Education/College Credit

This type of articulation equates continuing education units (CEU) to college credit. This procedure is currently being developed at NHMCCD. Contact the District Director of Articulation Services for more information. A complete matrix of CEU to credit articulated courses will be available through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Credit by Exam

Credit by exam can be earned by students who wish to skip courses for which they already have the necessary competencies/skills by successfully completing an exam. This allows a student to complete undergraduate work in a shorter period of time (a time-shortened program). Credit by exam may be nationally established, such as the CLEP, AP, ACT, and PEP, or departmentally developed. Refer to the Credit by Examination section of the current North Harris Montgomery Community College catalog for full details.

Credit for Experiential Learning

This method of earning college credit for work experience or experiential learning is currently being developed at NHMCCD. Contact the Curriculum Services Office for more information.

Dual Credit

Dual-credit articulation is a process by which students simultaneously complete a high school course and a college course. The competencies (course content, learner outcomes, and evaluation/performance measures) in the two courses are determined to be equal prior to the signing of the Dual Credit Agreement and offering of the course. This course may be taught at the high school location (embedded course) or at the post-secondary location. The instructor may be a high school instructor (who meets specified post-secondary instructor qualifications) or a post-secondary instructor depending on the requirements for the specific course being taught. Students will receive high school credit as well as college credit upon satisfactory completion of the course. See Chapter 12 of this handbook for detailed information about dual credit procedures.

2 + 2

2 + 2 articulated programs are those in which the first two years of a four-year program are taught in the 11th and 12th grades. These two years are designed to prepare the student to enter the second two years to be taught at the community/junior college. These programs were traditionally vocational in nature and most have been updated and transitioned into Tech Prep programs.

4 + 2

4 + 2 programs are those in which four years of high school courses are designed to flow to community/junior college two-year programs. These programs, often designed to meet the demands of advanced technology, usually are developed and approved by the Texas Education Agency and the Higher Education Coordinating Board as Tech Prep programs. Tech Prep programs include a strong mathematics, science, and technical base in the ninth through twelfth grade which in turn is designed to feed occupational/high-tech programs at the thirteenth and fourteenth grades. These programs also include articulated courses.

4 + 2 + 2

4 + 2 + 2 programs are the 4 + 2 programs with two additional years at a university added to the educational plan resulting in a bachelor degree.

Tech Prep Articulation

Tech Prep articulation refers to articulated courses included on approved Tech Prep programs.

Tech Prep Program

Tech Prep programs include coherent sequences of courses, some of which are articulated to a college. Tech Prep programs are developed to provide students with more academic and technical skills to meet the needs of the business sector. See Chapter 3 for detailed information about Tech Prep programs and articulation. A complete list of NHNCCD approved Tech Prep Programs may be found in Appendix G or through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Time Shortened

Granting of articulated credit may result in time-shortened programs where students enter a secondary program at a higher level and, therefore, exit earlier than traditional students beginning at the introductory level. Examples of this type of program include Tech Prep programs; 2 + 2 programs; 2 + 2 + 2 programs; or 4 + 2 non-Tech Prep programs; or may provide opportunities for students to master higher level competencies within the traditional associate degree time frame (such as in the Tech Prep Enhanced Skills Certificates available for completion concurrent with or after the Tech Prep Associate of Applied Science Degree).

Transfer Credit to Universities

Transfer of credit to universities from community/junior colleges is available to students in most program areas. All courses listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board should transfer from one post-secondary institution to another. If they are not listed in this guide, the initiating and receiving institutions predetermine which courses will transfer as required and/or elective courses. Contact a college or university counselor or the Director of Articulation Services for detailed information about transfer credit from NHMCCD to most four-year universities. A matrix of NHMCCD courses that transfer to many local universities can be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Transfer Planning Guide

A transfer planning guide is a list of courses to be completed at a specific community/junior college that will transfer to a particular university in a specific program. These courses are usually listed on the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board. These courses do not result in the completion of an associate degree. Transfer planning guides by university are available through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Articulation

Formalized articulation agreements entered into between NHMCCD and a specific university containing detailed information on the transfer of a specified associate degree (full value) to a particular bachelor degree at that university. University articulation agreements may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Center

See Chapter 15 for more information about The University Center or contact Dr. Gail Evans, Executive Director and Dean of The University Center at 409-273-7512 or go to the Internet site at http://dont4.nhmccd.edu/h_as.htm.

CHAPTER 4: COMPETENCY-BASED CURRICULUM AND ARTICULATION

Competency-based Curriculum Recommended

Competency-based curriculum readily lends itself to articulation. The competencies required for entry-level employment are identified through a formal process (such as a DACUM) and are subsequently validated by business and industry representatives. These competencies must be sequenced in a logical order with lower-level competencies being covered in the lower-level courses and upper-level competencies in upper-level courses. The competencies (or learner outcomes) have predetermined performance measures for assessing skill acquisition. Business and industry provide information to be used in measuring student success. The competencies (learner outcomes) and performance measures are listed in the NHMCCD course syllabus for each college course.

Instructional materials are usually well planned and laid out in a systematic format. Well-organized materials assist in the task of comparing competencies/outcomes between secondary and post-secondary institutions. If the secondary school is also using competency-based formats, the competency/outcomes comparison can be readily achieved. Presenting materials which have been verified as those needed for entry-level employment improves the negotiating position of both parties should concern over match-up of competencies occur.

There are many fine career/technology programs that have been carefully developed and improved over a period of time under the direction of an advisory committee made up of local business representatives. These programs operate with course outlines or syllabi that contain organized competencies/outcomes and performance measures as suggested by business practitioners.

Articulation does not require that courses or programs be organized/ or presented in competency-based format. However, using this type of format will make it easier to review the curriculum and share information regarding industry-based entry-level skills that are included. Thus, the articulation process will progress more rapidly and be simpler to understand.

Faculty Review Competencies and Performance Outcomes

After an initial meeting between NHMCCD and the ISD representative(s), high school and college faculty will begin to review and compare course outcomes in the identified courses. This comparison will include review of course guides (outlines or syllabi), texts, handouts, projects, class or lab assignments, tests, and performance standards (grading scales). The comparison must be documented for future reference (see Appendix B for the Articulation Comparison Chart). If the outcomes and performance standards compare favorably, an Articulation Agreement (see Appendix C) for the specified course(s) will be developed. If not, the secondary representatives may choose to include the missing competencies or performance standards in order to match the content of the post-secondary course.

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Three to Six Months Needed

The actual time needed for a thorough comparison by representatives of both institutions (including meetings, corresponding via phone, mail, fax, etc.) may take three to six months for the initial review. Reviewing/updating of existing articulation agreements and articulation competency charts should take less time. This process should not be rushed; the process should not encourage students to enroll for advanced courses for which they may be unsuccessful if articulation is not planned thoroughly and accurately.

Information Shared

Once the faculty from both levels recommends articulation based on common competency and performance standard comparison, the information will be shared with all faculty in the program area at both levels. It is imperative that all faculty be aware of and approve of articulation before it is in place. Upon district approval, an articulation agreement will be drawn up by the NHMCCD Articulation Services Office and forwarded for appropriate signatures. See the next section for detailed information about the articulation agreement, signature process, posting to articulation database, and application by students for articulated credit.

CHAPTER 5: HIGH SCHOOL ARTICULATION PROCESS AND FLOW CHART

Articulation Initiation

Step 1: Suggestions or ideas for articulation may be initiated from any of several sources: independent school district faculty and/or administrators, NHMCCD faculty and/or administrators, NHMCCD College Tech Prep Contacts, students, business people, etc.

Step 2: This initial interest in possible articulation should be forwarded to any of the Associate Deans (Curriculum Facilitators) at any North Harris Montgomery Community College or to the District Director of Articulation Services.

Step 3: The Associate Dean will pass the information to the District Articulation Services Office. The Articulation Services Office representative (usually the District Director of Articulation Services) will contact a representative from the interested independent school district to confirm the interest and obtain more information. Complete information will be shared with all appropriate personnel at all colleges of NHMCCD.

Independent School District Administrative Orientation Meeting

Step 4: Annual meetings will be conducted by NHMCCD Articulation Services Office (usually early in the fall semester) to overview existing articulation and discuss plans to initiate and/or review articulation during the new school year. Representatives from all independent school districts and all campuses of NHMCCD will be invited to this meeting. At this meeting, the ISD representatives will identify a primary contact for their district as well as specifying the areas in which they would like to articulate. It is anticipated that most ideas for articulation will be generated at this meeting.

Faculty Identified

Step 5: After the administrative orientation meeting, the ISD primary contact will nominate a high school instructor (or instructors) from the appropriate discipline to network with the NHMCCD Curriculum Team from the appropriate discipline to perform a detailed comparison of course competencies/student outcomes and performance measures/standards. Information about high school teachers to perform articulation review will be provided to the District Director of Articulation Services yearly on the High School Articulation Reviewer Information Sheet.

Faculty Orientation Meeting; Share Competency Information

Step 6: The District Director of Articulation Services from NHMCCD Articulation Services Office will hold an orientation meeting for the involved faculty and will assist in all aspects of this process. All articulation activities are included in the NHMCCD curriculum process.

At this faculty articulation orientation meeting, the District Director of Articulation Services will overview the articulation process and duties of the articulation reviewers. The NHMCCD discipline Curriculum team will provide the ISD faculty with information on the exact content of those courses which have potential for articulation. Detailed course syllabus may be utilized for this purpose. It is also desirable to collect other materials that explain course content such as lab or classroom assignments, textbooks, tests, grading scales, etc.

Meeting Activities

Suggested activities include:

a. Exchange detail course content documentation;
b. discuss course content;
c. resolve questions about content and achievement levels;
d. explore areas where modifications might be made in secondary curriculum;
e. arrange to visit typical lab or classroom in both systems as needed; and/or
f. compare course competencies by filling in the Articulation Comparison Chart.

It is recommended that the teams of instructors from both levels communicate via phone, fax, etc. in addition to meeting in person if needed.

Faculty Compare Outcomes

Step 7: The instructors from both levels will work closely sharing course outlines/syllabus, essential elements, textbooks, sample class activities, tests/performance measures, etc. This review process may take several months.

The reviewers will fill out and sign the Articulation Comparison Chart listing competencies and performance measures/standards. The completed chart will be shared with all interested individuals.

Articulation Recommendation

Step 8: Upon completion of the review by the instructors, a recommendation to the discipline will be made to articulate if the competencies and performance levels match via the NHMCCD faculty member. Upon NHMCCD Curriculum Team approval, the chart will be forwarded to the District Director of Articulation Services. If no recommendation to articulate is made, the ISD may choose to revise its curriculum to include those missing elements. If this revision is completed, the course(s) will then be recommended for articulation.

Agreement Prepared

Step 9: When all concerned agree to the recommended articulation by signing the Articulation Comparison Chart, the NHMCCD Curriculum Team member will forward the signed Articulation Comparison Chart to the Articulation Services Office where the District Director of Articulation Services will prepare the articulation agreement for signature.

Agreement Sent for Signatures

Step 10: The articulation agreement will be sent from the North Harris Montgomery Community College District Articulation Services Office to the ISD representative for signatures. The ISD representative will return the document to the District Director of Articulation Services.

NHMCCD Signs

Step 11: The District Director of Articulation Services will forward the document to the appropriate NHMCCD discipline Curriculum Team facilitator, the Vice President for Educational Programs and Resources, the Associate Vice Chancellor for Curriculum and Instruction, and the Vice Chancellor for Educational and Student Development for signature.

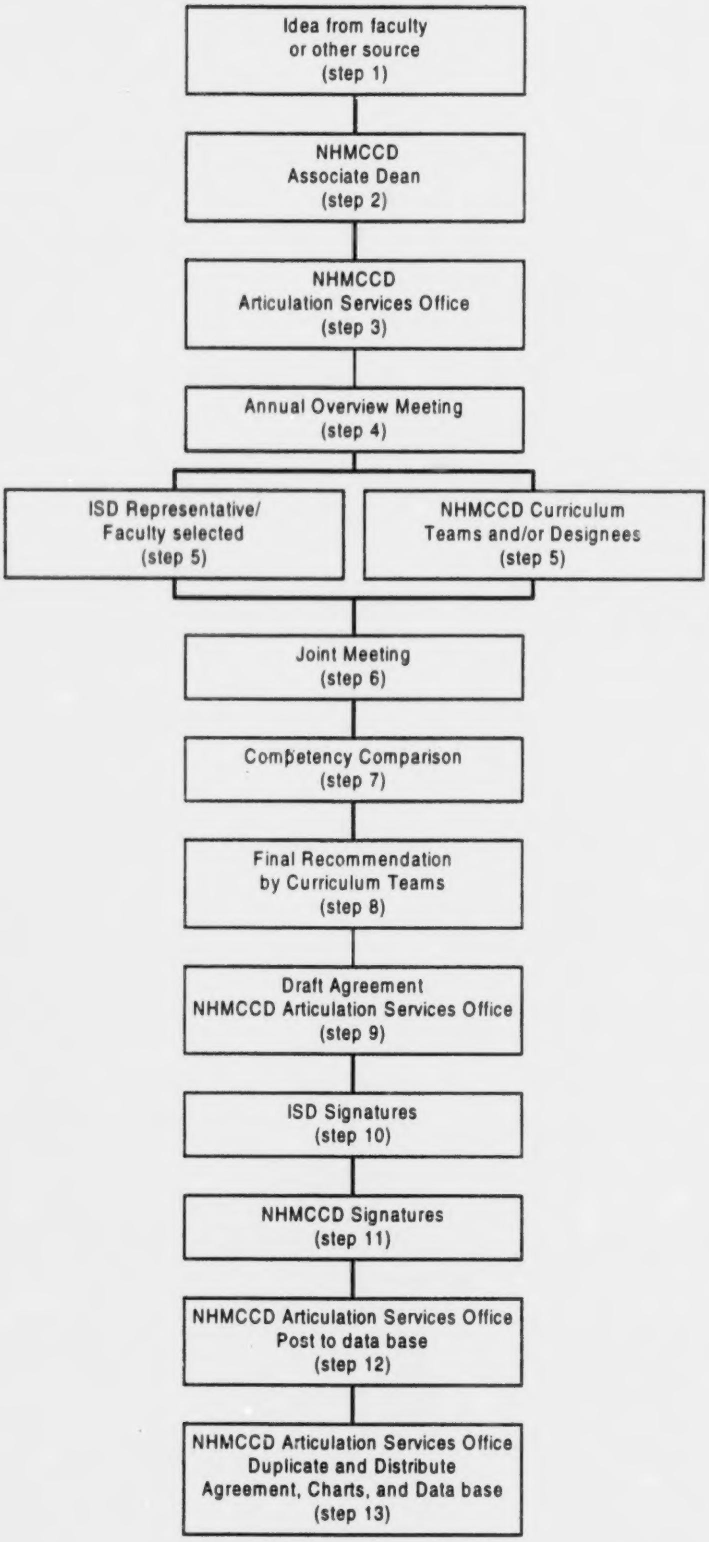
Updating Database and Distribution

Step 12: The fully-signed articulation agreement will be returned to the District Director of Articulation Services who will post the articulation to the articulation data base. Supporting documentation (such as the Articulation Competency Comparison Chart, high school TEKS, etc.) will be attached to the original agreement that will be filed in the Articulation Services Offices.

Step 13: Copies of the agreement, updated data base, and supporting documentation will be sent to the ISD representatives and posted to the Articulation Services web site at http://dont4.nhmccd.edu/h_as.htm.

Agreement Review

All articulation agreements will be reviewed at least every two years. The review process will follow the same steps as the initial articulation process but should be less intensive and quicker to complete.


Idea from faculty or other source (step 1)
NHMCCD Associate Dean (step 2)
NHMCCD Articulation Services Office (step 3)
Annual Overview Meeting (step 4)
ISD Representative/ Faculty selected (step 5)
NHMCCD Curriculum Teams and/or Designees (step 5)
Joint Meeting (step 6)
Competency Comparison (step 7)
Final Recommendation by Curriculum Teams (step 8)
Draft Agreement NHMCCD Articulation Services Office (step 9)
ISD Signatures (step 10)
NHMCCD Signatures (step 11)
NHMCCD Articulation Services Office Post to data base (step 12)
NHMCCD Articulation Services Office Duplicate and Distribute Agreement, Charts, and Data base (step 13)

CHAPTER 6: APPLYING THE ARTICULATION AGREEMENT

High School Counselors and/or Teachers

High school counselors and the appropriate high school instructors should explain to the high school students the opportunities for receiving North Harris Montgomery Community College District articulated credit. Assistance is provided by the NHMCCD Articulation Services Office, the articulation flyer (see Appendix L), and the articulation data base on the Articulation Services Home Page through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Information to be provided by high school counselors and/or teachers:

These items are to be discussed with high school students by the high school counselor and/or the appropriate high school instructor:

1. Courses for which credit is granted must be a part of the student's degree plan at any of the North Harris Montgomery Community College District colleges.
2. The student must meet all college admission requirements and enroll within one year of high school graduation.
3. High school students enrolled under the early admission program must graduate from high school before articulated credit can be granted.
4. The student must provide the NHMCCD Admission Office with an official high school transcript showing that he/she has graduated (and the Articulation Certificate presented to them in high school, if applicable).
5. The student must meet the required grade average and any special conditions required in the articulation agreement (see articulation agreement and/or database for special conditions).
6. The student starts the process early by meeting with a college counselor/advisor or program associate dean at any NHMCCD college and presenting an official copy of his/her high school transcript (and high school Articulation Certificate, if applicable).
7. The student must be enrolled at any college of North Harris Montgomery Community College District at the time the articulation credit is posted to his/her college transcript.
8. A petition for receiving articulated course credit must be initiated within twenty-eight (28) months after high school graduation.

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NHMCCD Processing

Items to be process by North Harris Montgomery Community College District:

The following items are to be processed by North Harris Montgomery Community College District:

1. The student obtains a copy of his/her high school transcript from his/her high school. This should be done early to avoid the rush at registration time.

2. The student contacts a counselor/advisor or program associate dean at any NHMCCD college at the time of enrollment for the following:

   a) initiation of a degree plan; and

   b) initiation of a student petition requesting articulated course credit via the Application for Advanced Placement Credit/Advanced Standing form (see Appendix F).

3. The student presents the petition (along with a copy of the high school transcript and high school articulation certificate if applicable) to the counselor/advisor or appropriate associate dean for approval or disapproval.

4. Approved petitions are forwarded to the Admissions Office for posting to the student's transcript with the grade designation of "CR" (for credit) and the student is notified; or

5. Disapproved petitions are rerouted back to the student for disapproval notification.

CHAPTER 7: UPDATING THE ARTICULATION AGREEMENT

Expiration of Articulation Agreements

Almost as important as the development of the articulation agreement is the review and updating of the agreement and supporting materials. Articulation agreements may be expired or canceled with thirty days notice in writing to the other party, but the cancellation/expiration would not affect those students who are already enrolled in the articulated courses for the current year. Usually articulation agreements are canceled because of curriculum changes resulting in unmatched competencies and/or outcomes. Review and updating of articulation agreements should take place every two years. See Appendix E of this manual for the Articulation Expiration Form.

Identify Areas Yearly

The process for reviewing and updating of articulation agreements is basically the same as the original articulation process. Areas to be articulated in the following academic year will be identified during the spring of each academic year. See page 14 for a flow chart of the original articulation process.

Curriculum Revisions May Require Review of Articulation

The reviewing and updating of articulation agreements should take less time than the initial review because the competencies would remain substantially the same; minimal changes in curriculum content and/or student outcomes should not affect basic articulation competency comparison but would need to be reviewed to update and validate the articulation agreement. Either educational institution should notify the other when curriculum revision takes place. The Director of Articulation Services will be the primary contact point. A faculty member from the appropriate North Harris Montgomery Community College District curriculum team will be selected to perform the initial review. If an in-depth review is needed, the initial articulation process will be followed. If the changes are minor, the faculty member may recommend that the articulation be continued with a record kept at in the Articulation Services Office. All appropriate personnel at both institutions will be notified of the outcome of the review of existing articulation.

If needed, the articulation agreement will be revised in the Articulation Services Office, signatures obtained, data base updated, and reviewed articulation agreements will be distributed as in the initial process.

CHAPTER 8: EXPIRING ARTICULATION AGREEMENT

Either Party May Cancel

An articulation agreement may be expired at any time by either party. The Articulation Expiration Form must be completed, signed, and distributed. See Appendix E for this form.

The cancellation of articulation during a school year will not affect students who are enrolled in articulated courses for that school year. For example, if an agreement is canceled in December, students enrolled in that course for the current school year will still qualify for articulation. Students enrolled in the course for the next year will not qualify for articulation unless a new articulation agreement is drawn up based on the new competencies and student outcomes.

Expiration

Expiration dates will be noted in the data base. It is anticipated that all articulation agreements will be reviewed at least every two years so that there would be no expiration but rather a renewal of articulation. Contact the District Director of Articulation Services in the Articulation Services Office at North Harris Montgomery Community College District for more information regarding expiration of articulation agreements.

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CHAPTER 9: RECORDKEEPING AND DATA GATHERING

The Texas Education Agency is encouraging individual ISDs to include a "flag" in their student transcript database to indicate articulated classes completed by students. At this time, not all ISDs are able to utilize this method of identifying those students who have completed articulated courses.

This identifier could be used by the post-secondary staff to verify and grant articulated credit to students in a most efficient manner. Until such time that all ISDs are using this method, individual students will be responsible for applying for articulated credit.

This identifier can also be used as a means of following students through post-secondary education and/or training. It can also be used to identify Tech Prep students.

Currently information can be generated by computer to be used for evaluation of articulation and tech prep efforts at NHMCCD. This information is also used for reporting as needed. Examples of the types of data that may be generated include:

1. students who have received articulated credit with a specific time period;
2. students who have received articulated credit for a specific course or within a program area;
3. students who have received articulated credit from a specific independent school district or high school;
4. students who are enrolled in tech prep programs; and
5. total number of hours awarded through articulation.

CHAPTER 10: HOW TO APPLY FOR HIGH SCHOOL ARTICULATED CREDIT

Currently it is the responsibility of the individual student to apply for his/her articulated credit at NHMCCD. There is no follow-up process in place to allow NHMCCD to identify incoming students who have completed articulated high school courses.

Students who have successfully completed a high school articulated course must follow these steps in order to be awarded articulated credit:

1. Obtain an Application for Advanced Placement Credit/ Advanced Placement form (Appendix F) available from the Admissions Office at any college. Complete this form with the assistance of a faculty advisor, program coordinator, associate dean, Tech Prep College Contact, or counselor at any college. Attach a copy of the student's high school transcript (and high school articulation certificate if applicable). Leave the form with the person assisting with its completion for processing.

2. The student must **enroll** in a degree or certificate program at any college within one year of graduation from high school. The articulated course(s) must be listed as a required or elective course on the certificate or degree.

3. Student must petition for articulated credit within 28 months of high school graduation.

4. The advisor, program coordinator, associate dean, or counselor will verify that the student meets the conditions for the articulation as listed in the articulation agreement.

5. The advisor, program coordinator, associate dean, or counselor will verify the articulation by referring to the articulation data base provided by the Articulation Services Office on the Articulation Services web site at http://dont4.nhmccd.edu/h_as.htm. The District Director of Articulation Services in the Articulation Services Office will serve as a resource when needed.

6. If verified, the articulated credit will be posted to the student's transcript after successful completion of six credit hours in the degree or certificate program.

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CHAPTER 11: TECH PREP PROCESS AND FLOW CHART

Tech Prep is a Joint Process

Tech Prep is a joint program development project including the efforts of business/industry, high schools, and post-secondary institutions to provide better training to the employees of tomorrow. A career path is established beginning in the ninth grade and continuing through post-secondary education/training as appropriate to the occupational area.

Minimum Tech Prep Requirements

To be approved by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) for Tech Prep, a program must provide, as a minimum, the following components:

1. an educational program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college;
2. a cooperatively-developed (business, industry, labor, and secondary and higher education), competency-based workforce education curriculum which is non-duplicative and which effectively integrates academic and technical competencies;
3. graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels;
4. student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills;
5. student workplace basic skills;
6. integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study;
7. opportunities for enhanced technical skills training and/or baccalaureate study;
8. a coordinated delivery system for educational and support services for students, including special populations students, to ensure access to program participation and student achievement;
9. a comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program;

10. a comprehensive and continuous professional development program for secondary and higher education academic and occupational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs; and

11. a method to identify and follow the progress and outcomes of Tech Prep students throughout the program.

Tech Prep Educational Plan

High schools work with business and industry to identify the appropriate academic and vocational courses needed to be successful at an entry level for the occupational area. This career path is outlined by a six-year course of study beginning in the 9th grade including integrated academic courses and vocational/occupational specific courses. The entire curriculum includes the SCANS competencies.

Some of the upper-level high school courses must be articulated to a post-secondary institution.

Must Include Articulated Courses

The post-secondary institution adds an appropriate course sequence for higher employment levels with multiple entry/exit points to the four years of high school.

The post-secondary portion of the career path MUST INCLUDE ARTICULATED COURSES. This post-secondary component can include an apprenticeship, trade/proprietary training, or community/junior college education with transfer to four-year universities when possible.

Business and Industry Input Essential

Skills/competencies and performance levels are determined by the business/industry representatives from the occupational area. All levels of education strive to incorporate all skills and competencies as determined by business/industry at the appropriate level. Therefore, Tech Prep programs are cooperatively developed by business/industry, high schools, and post-secondary institutions.

Articulation for tech prep programs will follow steps 1-13 as outlined in the "High School Articulation Process and Flow Chart" section of this ARTICULATION MANUAL beginning on page 11. Additionally, the following steps must be followed:

Articulated Courses Included in Educational Plan

Step 14: The high school will develop with the advise of business and industry, a four-year course sequence containing integrated academic courses at high school or higher levels and vocational/occupational courses leading to entry-level skills in the appropriate occupational cluster area. Some of the courses (usually in 11th and/or 12th grade) must be articulated to a post-secondary institution. The post-secondary institution adds the post-secondary component to provide the student with upper-level skills including SCANS.

Tech Prep Program Request for Approval

__Step 15:__ The articulated courses will be verified and the entire educational plan will be inputted by the North Harris Montgomery Community College District Articulation Services Offices.

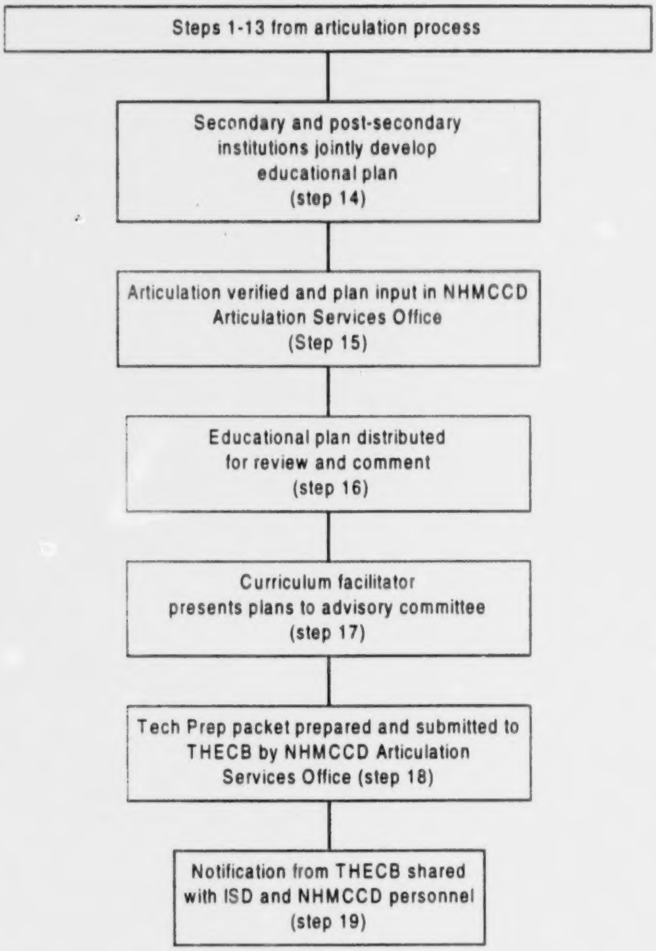
__Step 16:__ This educational plan will be circulated at the ISD through the district representative for review and verification. During this circulation, input/revisions will be solicited from all involved.

__Step 17:__ The final draft of the educational plan will be presented to the discipline program advisory committee by the curriculum facilitator and/or Tech Prep contact. The educational plan must be approved by the NHMCCD discipline advisory committee. They will also be advised of the articulated courses included on the educational plans.

__Step 18:__ The program approval packet containing the educational plan, articulation agreement(s), minutes of advisory committee meetings, and supporting document will be prepared by the Articulation Services Office to be submitted for approval to the The Higher Education Coordinating Board (THECB). THECB shares the educational plans with the Texas Education Agency (TEA).

__Step 19:__ After receiving notification from the THECB, the NHMCCD Articulation Services Office will notify the district of approval or disapproval. If the program is not approved, revisions will be made by the appropriate entity and the package resubmitted. Upon approval, the NHMCCD Articulation Services Office will notify the district of such approval and provide copies of the articulation agreement(s) and educational plan(s) that were approved.

Tech Prep Articulation Process


Steps 1-13 from articulation process
Secondary and post-secondary institutions jointly develop educational plan (step 14)
Articulation verified and plan input in NHMCCD Articulation Services Office (Step 15)
Educational plan distributed for review and comment (step 16)
Curriculum facilitator presents plans to advisory committee (step 17)
Tech Prep packet prepared and submitted to THECB by NHMCCD Articulation Services Office (step 18)
Notification from THECB shared with ISD and NHMCCD personnel (step 19)

CHAPTER 12: DUAL CREDIT ARTICULATION PROCEDURE

Introduction

NHMCCD colleges have agreements with several high school districts which permit eligible high school students to earn college credit while concurrently satisfying high school graduation requirements.

Upon approval by the high school principal or designate and college admission through the exceptional admissions program, a student may enroll in college courses taught either at the high school or at NHMCCD. Students may enroll in a maximum of two college-level courses per semester. Exceptions require approval by the vice president of educational programs or assigned officer. College tuition is waived for courses in which a student receives both college credit and credit toward high school graduation. The student is responsible for required fees, including out-of-district fees if applicable.

For more information regarding the dual credit program, contact the vice president of educational programs and resources at any of the colleges.

Dual credit courses may be (1) taught at the high school during the regular school day usually taught by a qualified high school teacher (called **embedded dual credit**) or (2) regular college courses taught at the college or high school after regular hours taught by a college instructor (called **concurrent enrollment**). In either instance, the student earns "dual credit": high school credit and college credit.

Dual Credit Procedures

Each NHMCCD college negotiates with interested independent school districts each semester regarding the offering of dual credit courses. For specific information regarding the particular dual credit courses, contact the vice president of educational programs and resources at any of the colleges.

ADMISSION REQUIREMENTS

The Dual Credit Admission Program provides senior high school students (juniors may also be eligible) the opportunity to enroll in college-level courses provided applicants meet admission provisions. Students interested in enrolling in dual credit courses are admitted to the college district under special provisions designated by the Texas Higher Education Coordinating Board in accordance with Texas Academic Skills Program (TASP) guidelines.

There are two methods for high school students to earn both high school and college credit: (1) **embedded courses** which are high school courses which also carry college credit; and (2) **concurrent courses** which are college course(s) usually taught at the college which also carry high school credit.

Applicants for the **Dual Credit Admission Program** must meet the following criteria:

High School Students 17 Years of Age or Older

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.

2. Completed junior year or, or if currently enrolled in the junior year, received permission of the appropriate NHMCCD administrative officer.

3. Submit TASP Test scores and an official school transcript with grades through two previous years with the application.

4. Attain college-level scores in the areas of Writing **and** Reading and/or Mathematics on any of the assessment instruments listed under "Assessment".

High School Students Under Age 17

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.

2. Submit TASP Test scores and an official school transcript with grades through two previous years with the application.

3. Attain college-level scores in the areas of Writing **and** Reading and/or Mathematics on any of the assessment instruments listed under "Assessment".

3. Complete interview with and receive permission from appropriate **NHMCCD** administrative officer.

Assessment

A combination of any of the following scores will meet the requirements:

ACT	Composite score of 23 or higher with English and math part scores equal to or greater than 19.
SAT	(for test scores from April 1995 to thereafter) combined scores of 1070 or higher with verbal and math part scores equal to or greater than 500. (for test scores prior to April 1995) combined sores of 970 or higher with verbal part scores equal to or greater than 420 and math part scores equal to or greater than 470.
ASSET	Reading 41; Writing 45; Math 21
TAAS	scale scores of TLI X-86 or higher in math, TLI X-89 or higher in reading, **and** 1770 or higher in writing.

ACT and SAT scores may be no more than five years old, and exit-level TAAS sores may be no more than three years old.

-OR-

have passed all three sections of the TASP:

TASP taken after Sept. 1, 1995: Writing 220; Reading 230; Math 230

TASP taken before Sept. 1, 1995: Writing 220; Reading 220; Math 220

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.) A math score of 270 is required to enroll in college-level math courses.

TASP

Students will be informed of the policy regarding TASP guidelines by college and/or high school officials. **Beginning with fall 1998 semester, students enrolling in a Texas public college or university must take the TASP Test BEFORE ENROLLING IN ANY COLLEGE COURSEWORK.**

TASP EXEMPTION

Students who meet the following score requirements are **exempt** from taking the TASP. Students exempt from the TASP must submit a copy of scores from either the SAT, ACT, or TAAS with the following scores:

SAT **As of April 1995:** Reentered scores of 1180 combined with a minimum of 550 on the mathematical and verbal tests each.

SAT **Prior to April 1995**: Original scale scores of 1090 combined with a minimum of 530 on the mathematical test and 470 on the verbal test. Scores can be no older than five years old.

ACT Composite scores of 26 or higher with individual math and English scores of not less than 22. Scores can be no more than five years old.

TAAS As of Spring 1994: Minimum scale score of 1770 on writing; Texas Learning Index (TLI) of 86 on math and 89 on reading.

Scale score of 1770 or higher on all three relevant tests (reading, writing, math). TAAS scores can be no more than three years old.

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.)

REGISTRATION PROCEDURES

Dual Credit students will follow the same registration procedures as any other first time student in the district. Students are required to attend a New Student Information Session scheduled through the college counseling department.

TUITION, FEES, TEXTBOOKS

Students participating in a dual credit course must be admitted to and registered for the college course and are responsible for paying appropriate tuition and additional fees when applicable based on residency status. Payment will be made prior to the official reporting day as determined by the college. Tuition will be waived only for those courses designated as dual credit in the agreement between the ISD and NHMCCD and individually approved for the student on the early admission form.

Students are responsible for purchasing textbooks required for the course. Text and materials will be available through the college bookstores.

UIL ELIGIBILITY

Students who participate in extracurricular activities and are enrolled in dual credit courses are required to report grades to the high school in accordance with UIL regulations.

Students concurrently enrolled in courses at the college are responsible for reporting the grade to the high school to determine UIL eligibility.

A Transcript Request Form is available to students concurrently enrolled in course at the college.

Embedded Course Requirements

Content Verification

For embedded courses to qualify for dual credit, they must meet the Texas Essential Knowledge and Skills (TEKS) mandated by the Texas Education Agency, and the curriculum requirements set by the Texas Coordinating Board of Higher Education and the college departments. For a dual credit course to be approved, the topics, learning outcomes and competencies must be the same as those of the same course taught at the NHMCCD.
Course materials and classroom format for dual credit classes may vary, but students are expected to meet the same learning outcomes as those enrolled in traditional classes. **Thus dual credit students are held to the same academic standards of traditional college classes to ensure the attainment of these outcomes.**

College and ISD representatives must agree on the appropriateness of topics and outcomes, methods of evaluating student work and course activities. This may occur through means as simple as a review and validation of the TEKS of the course at the secondary level with the course topics and outcomes at the post-secondary level or as complex as a rewrite of the secondary-level course to add the components that might be necessary to fulfill college requirements.

Faculty Certification

For embedded courses, an IDS teacher must meet the College criteria for part-time employment, possess the minimum credentials required by the Southern Association of Colleges and Schools (SACS) and be recommended by the principal and approved by an Associate Dean. The basic qualification for academic part-time faculty is a Master's

Degree with at least 18 graduate hours in the teaching field. Qualifications for teaching occupation/technical courses are established by the Texas Higher Education Coordinating Board. For these teachers, at least three years of work experience and an Associate of Applied Science Degree in the teaching specialty are required to teach most occupational/technical courses.

Payment to the ISD

The college will reimburse the ISD at the median rate of pay for adjunct instructors for every 25 students enrolled in all embedded courses. The ISD may use the funds for whatever purpose it deems appropriate.

Concurrent Course Requirements

The ISD must determine that a college course addresses the Texas Essential Knowledge and Skills (TEKS) as set forth by TEA. Some ISDs have provided NHMCCD with a list of courses that they have approved as meeting high school requirements. This is very helpful for ISD and college counselors.

In order for the student to have tuition waived, the principal or designee must sign a form certifying that the course will be accepted toward high school graduation requirements. The student is responsible for purchasing textbooks required for the course.

The ISD may negotiate with a NHMCCD college to teach a concurrent course at the high school location before and/or after normal school hours.

Observation of Teaching Effectiveness

The same standards for maintaining teaching effectiveness will apply to all courses offered for college credit. College policy pertaining to classroom observation must be applied to dual credit classes. A department representative will monitor dual credit classes by observing the instruction during the first semester of offering and periodically thereafter to ensure college standards of teaching effectiveness are being met. The dual credit instructor is encouraged to observe the teaching of the traditional college course and to take part in college-sponsored professional development activities for adjunct faculty.

Evaluation of Student Work

Class work of dual credit students must be regularly evaluated to ensure that students are acquiring the necessary skills for exit outcomes. Each enrolled student will receive a college transcript designating the course grade and number of credit hours. Dual credit instructors may compare the work of their students with that of students enrolled in the traditional course by examining student portfolios maintained by college instructors. A portfolio of the work of dual credit students may be included as part of classroom observation and follow-up activities required by the college department. All dual credit instructors will report student grades in the manner prescribed by the college. Each high school teacher teaching a dual credit course will be furnished enrollment records for recording student attendance and grades.

Maintenance and timely submission of accurate class records is the responsibility of the teacher.

Embedded Dual Credit Agreement

DUAL CREDIT AGREEMENT
for Embedded Courses
between
_____________ Independent School District
and
North Harris Montgomery Community College District

This Dual Credit Agreement for embedded courses between the ________________ Independent School District (ISD) and North Harris Montgomery Community College District is designed to allow high school students to earn dual credit. Dual credit may be earned by any qualified high school student in an embedded format. Upon completing the course, the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent and President or their designees agree that the attached scheduled courses are designated for dual credit.
2. The high school faculty teaching the dual credit course at the high school will do so as part of a regular teaching assignment. The teacher is expected to comply with the College's standards for courses.
3. The college will reimburse the ISD at the median rate of pay for adjunct instructors prorated for every 25 students enrolled in all embedded courses.
4. A dual credit course must contain both the Texas Essential Knowledge and Skills (TEKS) required by the Texas Education Agency and the College course competencies.
5. Students will meet State and College requirements for admission to the College.
6. Students will pay tuition and fees and purchase instructional support materials, if such materials are not available from the ISD.
7. The College will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the courses covered by this agreement as for all other College courses. Such standards are described by the Southern Association of Colleges and Schools.

This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

***Note**: Refer to Dual Credit Procedures for details on any of the elements contained in this agreement.*

Signatures:

________________________	________________________
College	Independent School District
________________________	________________________
President (or designee)	Superintendent (or designee)
________________________	________________________
Date	Date

Dual Credit Agreement for Concurrent Courses

DUAL CREDIT AGREEMENT
for Regular College Courses
between
________________ **Independent School District**
and
North Harris Montgomery Community College District

This Dual Credit Agreement between the ____________ **Independent School District** (ISD) and **North Harris Montgomery Community College District** (NHMCCD) is designed to allow high school students to earn dual credit for specific courses taken at any NHMCCD college or center. (NHMCCD) is designed to allow high school students to earn dual credit for specific courses taken at any NHMCCD college or center. Upon completing the course(s) the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent or designee and appropriate NHMCCD representative agree that the attached courses are designated for dual credit.
2. The ISD is responsible for determining that the NHMCCD course(s) approved for dual credit meets the essential skills and knowledge required by the Texas Education Agency.
3. Students will meet State and College requirements for admission to the College.
4. Students will pay instructional fees and purchase instructional support materials.
5. Course tuition will be waived for students whom the ISD certifies to be receiving dual credit under this agreement.
6. This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Note: *Refer to Dual Credit Procedures for details on any of the elements contained in this agreement.*

Signatures

____________________ NHMCCD	____________________ ISD
____________________ Date	____________________ Date

COURSES APPROVED FOR DUAL CREDIT

NHMCCD	ISD

Tuition Waiver

North Harris Montgomery Community College District

Waiver of Tuition for Dual Credit Courses

Pursuant to Title 3 of the Texas Education Code, Statute: Section 130.008, the governing board of North Harris Montgomery Community College District waives the tuition for individuals concurrently enrolled in high school and in the district in college courses which will meet high school graduation requirements. To be entitled to this waiver, the individual must comply with college exceptional admission requirements and complete this form with appropriate authorization from the high school principal or designate. Students who are admitted without a high school diploma or GED and who are concurrently enrolled in high school are considered high school students under Title IV purposes and therefore are not eligible for any form of financial assistance.

Important: This form must be completed each semester of enrollment in college courses approved for high school graduation and must be on file in the college Registrar's Office on or before the official day of record for the semester of enrollment. (See academic calendar in class schedule.)

Name of Student:

Social Security Number: Day Time Phone:

Address of Student:

Current School: Current Grade Level:

Semester & Year of Enrollment at College:

To be completed by high school principal or designate:

The student named above is currently enrolled in high school and is approved to take the following college courses for credit toward high school graduation requirements.

College Course	High School Course

I certify that the college courses listed above will be accepted toward high school graduation requirements for this student.

Signature of Principal or Designate Date

For Admission Office Use Only		*For FA Office Use Only*	
Total Hrs. Enrolled:	Eligible:	Code:	
Res Amt:	[Min] or [Per Hr]	Total Amt Waived:	
Initial:	Date:	Initial:	Date:

CHAPTER 13: COMMUNITY EDUCATION COURSE ARTICULATION

Community Education Units to Credit Articulation

NHMCCD is currently in the process of comparing competencies and performance levels for Community Education courses which award CEUs (Community Education Units) and college credit hour courses. If competencies and performance levels match, a student may apply for college credit for the appropriate CEUs.

This process is new to NHMCCD and course review will begin during Fall 1998.

Contact the District Director of Articulation Services or a Community Education Dean at any of the colleges for further information.

Community Education Articulation Procedure

Awarding of Credit for Community Education CEU's

Students have the opportunity to earn college semester hour credit for certain courses in Community Education through one of the following processes. Students who wish to transfer this type of credit to a four-year university should check with the university to ensure transferability of credits.

1. When there is an articulation agreement in place, students who have earned CEU's after March 1, 1996, may apply for articulated credit. Students shall contact the Associate Dean of the appropriate department or the District Director of Articulation Services to determine if an articulation agreement is in place. See procedure for Applying for Articulated Credit for Community Education CEU'S (to be developed by CE Deans).

2. When there is not an articulation agreement in place,
   a. Students who have earned CEU's may complete a department challenge exam. See Departmental Challenge Exam procedure; or
   b. Students may apply for semester hour credit for completed CEU's on an individual basis by contacting the Dean or the Associate Dean of the appropriate department for which credit is being sought. The Dean or Associate Dean will review the student's community education transcript and compare the documented competencies contained in each course. If the competencies are deemed to match, the Dean or Associate Dean will sign the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING FORM.

Community Education Course Articulation Agreement

ARTICULATION AGREEMENT FOR
CONTINUING EDUCATION UNIT/SEMESTER HOUR CREDIT

The purpose of this instrument is to implement an articulation agreement for awarding of college semester hour credit (CREDIT) for continuing education units (CEUs) and/or programs between the Community Education Department and the appropriate credit departments of North Harris Montgomery Community College District. This Articulation Agreement is based on review and comparison of course/program competencies and outcomes common to both departments.

This document provides a mechanism whereby students who have completed specified courses and/or programs in Community Education can be granted CREDIT under the specific conditions of this articulation agreement. The courses articulated via this document are:

Community Education Course			***Credit Hour Course***		
Name and Number	*Clock Hours*	AVCCN	*Name and Number*	*Credit Hours*	*TCCN*

The conditions of the Articulation Agreement are based upon an examination of course content including competencies and outcomes to be mastered by the student. As agreed, the following conditions of articulation are hereby set forth:

1. The Community Education student must meet all admissions requirements.
2. The College Registrar, or the Dean or Associate Dean of the appropriate department for which credit is being sought or his/her designee will review the official community education transcript to verify student identification data, course name, and satisfactory completion of course competencies, and, upon verification, will recommend articulated credit. This recommendation will be recorded on the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING presented by the student along with his/her Community Education transcript.
3. The student must have satisfactorily completed the Community Education course(s) for which articulated credit is being requested within 28 months of the request for credit.
4. This articulation agreement will be on file in the Articulation Services Office with copies in the Admissions and Records Offices, the Dean of Community Education, and the appropriate Associate Dean offices at the campuses where the programs are offered.
5. This agreement shall commence upon the date of execution of this agreement and shall continue until such time as either party wishes to terminate the agreement.
6. Students must complete successfully complete **six** credit hours in a degree or certificate program requiring the articulated course(s) prior to the posting of articulated credit.
7. In addition to the specific conditions outlined above, the following special requirements must be met for the awarding of articulated credit.

Check here if None ______

ATTACHMENTS:

1. Descriptions of Community Education courses being articulated including competencies and outcomes;

2. Descriptions of Occupational-Technical credit courses being articulated including competencies and outcomes; and
3. Competency Comparison Chart for each course;
4. Other supporting materials as appropriate.

Vice President of Educ. Services Date

Community Education Dean Date

CHAPTER 14: UNIVERSITY ARTICULATION AND TRANSFER

See pages 32-33 of the North Harris Montgomery Community College District 1998-1999 Catalog for additional information on transferring to other post-secondary institutions.

Vertical Articulation

The acceptance of lower-level courses at a higher level educational institution is called **vertical articulation**. A typical example is a university accepting freshman and/or sophomore level courses completed at a community/junior college as transfer equivalents to freshman and/or sophomore courses offered at that university.

Lateral Articulation

The acceptance of courses from one educational institution to another at the same level is usually termed **lateral** articulation. For example, one community/junior college accepting courses from another community/junior college or a university accepting courses from another university.

Levels of University Articulation

The three levels of university (vertical) articulation are:

1. individual courses that transfer listed on a **university course transfer equivalency matrix**;
2. series of courses that transfer listed on a **transfer planning guide**; and
3. transfer of an entire program from a community/junior college to a university via a **university articulation agreement**.

University Course Transfer Equivalency Matrix

NHMCCD complies a matrix called the UNIVERSITY COURSE TRANSFER EQUIVALENCY MATRIX that is updated yearly. It is a table listing the courses offered by NHMCCD with transfer equivalents at several universities in the Gulf Coast area. Other community/junior colleges and universities also prepare similar tables. For more information about this matrix, contact the District Director of Articulation Services or access this information through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Courses included in such a matrix are usually found in the TCCN (Texas Common Course Number Guide), the ACGM (Academic Course Guide Manual), and/or the WECM (Workforce Education Course Manual) published by the Texas Higher Education Coordinating Board. The courses listed in these publications are taught at most community/junior colleges and universities.

The courses listed in this matrix would transfer from one institution to another in most any program of study. For courses accepted only in selected programs, see the individual university transfer planning guide for that particular program.

Transfer Planning Guide

A transfer planning guide is a specialized sequence of courses to be completed at a community/junior college prior to transferring to a university. Courses listed on this guide will transfer to a specific program at a specific university. Transfer planning guides are precisely developed for a particular program at a particular university. The completion of courses listed on a transfer planning guide do not usually result in the completion of an associate degree at the community/junior college. Transfer planning guides especially developed for NHMCCD students can be accessed through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Articulation Agreement

The university articulation agreement includes a sequence of courses completed at a community/junior college that result in an associate degree or certificate and that will transfer full-value to a university into a specific bachelor degree program. It also includes any special articulation and admission conditions that are required by the university. The university articulation agreement guarantees the student that all courses completed on the associate degree or certificate will transfer into the specific program at the university.

University Course Articulation/Transfer Review Process

1. Request for university articulation/transfer forwarded to District Director of Articulation Services.
2. District Director of Articulation Services determines current course equivalency to specific university course(s).
3. If there is no equivalency, District Director of Articulation Services obtains a copy of the course syllabi from the university.
4. University course syllabi forwarded to program specific NHMCCD Curriculum Team.
5. Program curriculum team reviews course competencies contained in university course syllabi and makes one of the following recommendations:
   a. competencies match those of a NHMCCD course and negotiation for equivalency with university is needed (see Steps 6-8 below) or
   b. a new course at NHMCCD will be developed to match the university course competencies and thus will transfer (see Step 9 below) or
   c. NHMCCD will not have an equivalent course.
6. If equivalency negotiation is recommended, course syllabi for NHMCCD course will be provided to the university for review.
7. University personnel will review NHMCCD course syllabi (this may include university and NHMCCD faculty meeting to discuss competencies, etc.) and the university will notify the District Director of Articulation Services of decision on transfer equivalency.
8. New course equivalencies will be posted to the appropriate documentation.
9. Recommendations for new course development are presented to NHMCCD Council for Education and Student Development and Executive Council for review and recommendation.

CHAPTER 15: THE UNIVERSITY CENTER

NHMCCD has developed a partnership with universities and the private sector to provide unduplicated bachelor's degrees, master's degrees, and continuing professionals studies to the college service area. Partnerships, seamless articulated programs, collaborative governance, shared facilities, an interactive telecommunications "hub", and "first stop" student services provides the basis for The University Center (TUC) to serve as the critical link for community development and individual opportunity to over 1.2 million citizens of North Houston, North Harris County, and Montgomery County.

The University Center is the only one of its kind in Texas and one of only a handful nationwide. Serving as an important link for community development and individual opportunities, The University Center provides partnerships, educational programs, and an interactive telecommunications "hub" for delivering instruction, and student/learning resource support services.

The Partners

North Harris Montgomery Community College District
    Kingwood College
    Montgomery College
    North Harris College
    Tomball College

Prairie View A & M University

Sam Houston State University

Texas A & M University

Texas Southern University

University of Houston

University of Houston, Downtown

The Woodlands Corporation

Discussions are underway with Rice University, Our Lady of the Lake, Houston Baptist University, St. Thomas University and other private universities for development of continuing professional studies and additional degrees.

Overview

This Center serves as the centerpiece for multi-level instruction of universities and the NHMCCD community colleges. The Center includes a dedicated classroom/laboratory facility of approximately 78,000 square foot adjacent to the Montgomery College campus as well as an interactive, technology-based extension that connects all of the colleges of NHMCCD and the partner universities.

The goal is to provide a facility and an interconnected telecommunications system for delivery of unduplicated baccalaureate and master's degree instruction, advanced work training, and professional development at the same quality level as the university home-based of the programs.

The University Center received full approval by The Texas Higher Education Coordinating Board in April 1996.

Concept

TUC will serve all of the NHMCCD service area.

Partner universities will offer baccalaureate and master's degree programs at the Center.

Universities will not offer competing programs.

Operational costs will be shared on the basis of instruction facilities and services provided.

Technology and telecommunications will be used to interconnect and deliver student support and learning services including a one-stop database approach to application, admission, degree planning/audit/validation, course equivalency, transcript analysis, and common reports.

NHMCCD colleges will offer the freshman and sophomore coursework utilizing seamless, articulated AA, AS, and AAS degrees.

NHMCCD Degrees

North Harris Montgomery Community Collage District (Kingwood College, Montgomery College, North Harris College, and Tomball College) will provide freshman and sophomore-level courses with Associate of Arts (AA), Associate of Science (AS) or Associate of Applied Science (AAS) degrees awarded. Students starting their college careers and pursuing one of the degree majors will start their coursework at any of the NHMCCD colleges and should contact the counseling offices at one of the four colleges. NHMCCD transfer planning guides (degree plans) for all University Center programs can be accessed through the Internet at http://dont4.nhmccd.edu/h_as.htm.

FOR INFORMATION

For general information on TUC, call Dr. Gail Evans, Executive Director & Dean, 409-273-7612 or fax 409-273-7403, or Internet address http://ucenter.nhmccd.edu/ or email ucenter@nmccd.edu

Or call Dr. Nellie Thorogood, Vice Chancellor of External Affairs, 281-260-3510 or fax 281-260-9347.

NHMCCD Counseling and Admission Offices

The University Center, 409-273-7510

Kingwood College, 281-359-1600
  Counseling, 281-359-1604
  Admissions, 281-359-1614

Montgomery College, (local) 409-273-2900, (metro) 409-321-5161
  Counseling, 409-273-7236
  Admissions, 409-273-7244

North Harris College, 281-618-5400
  Counseling, 281-618-5481
  Admissions, 281-618-5410

Tomball College, 281-351-3300
  Counseling, 281-351-3380
  Admissions, 281-351-3310

Bachelor's Degrees Offered

Prairie View A & M University
- Bachelor of Science, **Nursing**
- Bachelor of Arts, **Social Work**
- Bachelor of Arts, **Sociology**

Sam Houston State University
- **Bachelor of Applied Arts and Sciences**
- Bachelor of Arts and Bachelor of Science, **Criminal Justice**
- Bachelor of **Business Administration**
- Bachelor of Arts and Bachelor of Science, **Geography**
- Bachelor of Science, **Interdisciplinary Academic Studies in Elementary Certification** (Specializations: Geography, Health, Kinesiology, Reading or Social Studies)
- Bachelor of Arts and Bachelor of Science, **Political Science**
- Bachelor of Science, **Psychology**

Texas A & M University
- Bachelor of Science, **Agriculture Sciences**

Texas Southern University
- Bachelor of Science, **Human Performance**
- Bachelor of Science, **Interdisciplinary Studies in Elementary Certification** (Specializations: Bilingual Education, Early Childhood Education, or Special Education)

University of Houston
- Bachelor of Arts, **Earth Science**
- Bachelor of Science, **Engineering Technology**
- Bachelor of Science, **Hotel and Restaurant Management**
- Bachelor of Arts, **Industrial Supervision**
- Bachelor of Science, **Mechanical Technology**
- Bachelor of Science, **Preprofessional English**

University of Houston, Downtown
- Bachelor of Business Administration, **Computer Information Systems**
- Bachelor of Science, **Industrial Chemistry**
- Bachelor of Science, **Interdisciplinary Studies**
- General Education and Liberal Arts Coursework

Master's Degrees Offered

Prairie View A & M University
- MED or MS, Elementary/Early Childhood
- MED, Education Administration
- MSENGR, Engineering

Sam Houston State University
- MBA, Business Administration
- MCJ, Criminal Justice
- MED, Elementary Education
- MED, Secondary Education
- MED, Educational Leadership: Administrators/Supervisors Certificate
- MA, English
- MA, History

Texas A & M University
- EMBA, Executive MBA, Business Administration
- MED, Educational Technology
- ME, Electrical Engineering
- MS, Life Cycle Engineering and Operations Management
- MS, Petroleum Engineering

Texas Southern University
- MED, Counselor Education
- PHARMD, Pharmacy, Post Baccalaureate
- MPA, Public Accounting ('99)

University of Houston
- EMBA, Executive MBA, Business Administration
- MED, Reading Specialist, Nancy Williams
- MED, Reading and Language Arts

University of Houston ***via Distance Education***
- MS, Computer Science
- MSEE, Electrical Engineering
- ME, Engineering Management
- MHM, Hotel & Restaurant Management
- MSOT, Training and Development

CHAPTER 16: DISTRIBUTION OF ARTICULATION MATERIALS

The work is not over once the articulation agreements have been signed. The agreements and associated materials must be shared with the appropriate personnel at all levels.

NHMCCD Articulation Services Office

1. The North Harris Montgomery Community College District Articulation Services Office is responsible for the distribution of all articulation agreements, tech prep educational plans, manuals, brochures, data bases, and other articulation/tech prep materials as follows:
   a. Articulation agreements:
      1) public school contact person (administrator);
      2) North Harris Montgomery Community College District Articulation Services Office files;
   b. Articulation manual:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
      4) high school occupational/technical education department chairpersons and faculty;
      5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
      6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
      7) North Harris Montgomery Community College District campus Vice Presidents;
      8) North Harris Montgomery Community College District counseling staff;
      9) North Harris Montgomery Community College District Registrars Office; and
      10) Tech Prep Consortium Office
   c. Articulation data base and miscellaneous recruitment/information materials:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
      4) high school occupational/technical education department chairpersons and faculty;
      5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
      6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
      7) North Harris Montgomery Community College District campus Vice Presidents;
      8) North Harris Montgomery Community College District counseling staff;
      9) Tech Prep Consortium Office; and
      10) Parents.
   d. Tech Prep Educational Plans:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;

BEST COPY AVAILABLE

4) high school occupational/technical education department chairpersons and faculty;
5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
7) North Harris Montgomery Community College District campus Vice Presidents;
8) North Harris Montgomery Community College District counseling staff;
9) Tech Prep Consortium Office; and
10) Parents.

2. The public school district contact person is responsible for the distribution of these materials as deemed necessary to follow-up the articulation process. High school counselors and articulated course instructors have key roles in the process of informing students and parents about the possibility of receiving credit from NHMCCD through articulation.

3. Counselors at both institutions are the primary contact for many students interested in acquiring credit for articulated coursework. They are to inform these students about the process at NHMCCD for obtain credit for articulated courses (see Chapter 10). The ARTICULATION MANUAL, data base, and articulation certificate and letter are the secondary resources for communication. The sole source of up-to-date information is the Articulation Services Office website at http://dont4.nhmccd.edu/h_as.htm.

4. The Gulf Coast Education That Works (previously the Gulf Coast Tech Prep/School-to-Careers Consortium) staff and committee members will also share articulation/Tech Prep information with independent school districts and other community/junior and senior colleges and universities involved in the development and implementation of Tech Prep programs.

APPENDIX A: DEFINITION OF TERMS

2 + 2 PROGRAM

An articulated, competency-based vocational/technical education program that links the last two years of high school with the first two years of post-secondary education to create a strong four-year academic and technical curriculum. Most 2 + 2 programs have been replaced by Tech Prep programs.

2 + 2 + 2 PROGRAM

An articulated, competency-based vocational/technical educational program that links the 2 + 2 program to the last two years of post-secondary education at a university in a baccalaureate degree.

4 + 2 PROGRAM

An articulated, competency-based vocational/technical education program that links four years of high school with the first two years of post-secondary education. These usually are Tech Prep programs.

4 + 2 + 2 PROGRAM

An articulated, competency-based education program that links four years of high school with two years of post-secondary education (usually at a community or junior college) with the last two years of a baccalaureate degree at a university.

AAS

See associate of applied science degree program.

AAS DEGREE PROGRAM

See associate of applied science degree program.

ADVANCED PLACEMENT

A method to move students to more advanced work by the equating of course competencies, test results, previous grades, and/or interviews by the appropriate department with certain prerequisites. Students are exempt from taking specified introductory/first year courses. Contact the division head of the specific area for further information. Types of advanced placement include competency-based course articulation, dual credit, and credit by exam.

ADVANCED SKILLS MASTERY CERTIFICATE (ENHANCED SKILLS CERTIFICATE)

A certificate that is granted for advanced skills attained either within and concurrent with an Tech Prep Associate of Applied Science degree or after a Tech Prep Associate of Applied Science degree is granted.

ADVANCED TECHNICAL SKILLS

Technical skills identified and validated by business, industry, and labor that require a higher level of proficiency than those resulting from the traditional applied associate degree. Usually contained in courses included on an Enhanced Skills Certificate.

APPLIED ASSOCIATE DEGREE PROGRAM

Refers to the associate of applied arts or the associate of applied science degrees. The term "applied" in an associate degree name is the distinguishing characteristic of the technical certificate of collegiate rank.

ARTICULATION

An umbrella term for the process of linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning (examples: 2 + 2, Tech Prep, course competency-based, etc.).

ARTICULATION AGREEMENT

The official document prepared by North Harris Montgomery Community College District and each participating independent school district (ISD) specifying the competencies (courses) to be articulated. See Appendix C for sample of the articulation agreement.

ASSOCIATE OF APPLIED ARTS [AAA] DEGREE PROGRAM

A program of study designed for immediate employment and/or career advancement that emphasizes the application of artistic principles and the humanities through an orderly, identifiable sequence of courses. The degree program is composed of technical courses, general education courses, related instruction courses, and, as appropriate, elective courses to prepare students for employment in the performing arts.

ASSOCIATE OF APPLIED SCIENCE [AAS] DEGREE PROGRAM

A program of study designed for immediate employment and/or career advancement that is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. The degree program is composed of technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM--ADVANCED/TECH PREP PLAN

See Tech Prep Associate of Applied Science degree program.

CBE

See competency-based education.

CERTIFICATE

A formal award, less than an associate degree, indicating mastery of a prescribed series of academic and technical competencies with defined employment outcomes. This award is approved by The Texas Higher Education Coordinating Board, appears on the *Technical Program Clearinghouse Inventory*, and is subject to the Coordinating Board program evaluation process.

CLASSROOM-TO-WORKPLACE TRANSITION PROGRAM (SCHOOL-TO-WORK TRANSITION PROGRAM)

A method of instruction between a sponsoring work-training site, the post-secondary educational institution, and the student that provides guided training to the student in the work environment and that enhances critical thinking skills and the ability to transfer applied and theoretical knowledge to the workplace.

COHERENT SEQUENCE OF COURSES

A series of courses in which vocational and academic education are integrated, and which directly relates to, and leads to, both academic and occupational competencies. The term includes competency-based education, academic education, and adult training or retraining that meet these requirements. Sequential units encompassed with a single adult training or retraining course are included.

COMPETENCY-BASED COURSE ARTICULATION

The traditional method of comparing course competencies and performance levels from a secondary competency-based course to a post-secondary introductory competency-based course. If the competencies and performance levels match, articulated credit may be awarded for the high school course when the student meets the articulation requirements at the post-secondary institution. This is the type of articulation most often used in Tech Prep programs.

COMPETENCY-BASED EDUCATION (CBE)

Subject matter and course outcomes developed and based upon actual employment standards determined by local business/industry representatives. For successful completion of the courses, performance standards are specified and measured by industry standards.

CONCURRENT CREDIT

See dual credit.

CONCURRENT ENROLLMENT

A condition that exists when a student is officially enrolled in two different institutions simultaneously. Tech Prep programs do not require that students be concurrently enrolled.

CREDIT BY EXAM (challenge exam)

A method to provide college credit for work experience and/or educational work without transcript credit. This allows a student to complete undergraduate requirements in less time (through advanced placement) and at lower cost and to enrich educational experience by taking courses other than those that merely repeat previously learned material. Examples include Achievement Test (ACT), College Level Examination Program (CLEP) in specific subject areas only, Proficiency Examination Program (PEP), North Harris Montgomery Community College District Departmental Examinations, and Advanced Placement Program by the College Board.

CREDIT IN ESCROW

A condition whereby the credit earned by a student enrolled in an articulated course or for concurrent credit is held back by a second institution until the student enrolls there and meets certain criteria as established by the second institution. Credit in escrow policies in Tech Prep programs should not require a student to pass more advanced levels of study before credit is granted.

DUAL CREDIT

Simultaneously completing a high school and college course for credit at both levels. This course could be taught at the high school location or at the post-secondary location. Students receive both high school and post-secondary credit upon satisfactory completion of this course. See Chapter 12 for detailed information.

EMERGING OCCUPATION

An occupation arising through forces related to technological changes in the workplace. The occupation is expected to become increasingly visible and distinguishable as a separate career area within the next 10 years. The occupation is growing, or is expected to grow, rapidly within the industry. Workers from other occupations cannot perform the work without at least two months of vocational-technical education or training (defined by the Texas Innovation Network System).

ENHANCED SKILLS CERTIFICATE

A certificate that is granted for advanced skills attained either within and concurrent with an Tech Prep Associate of Applied Science degree or after a Tech Prep Associate of Applied Science degree is granted.

EXTERNAL LEARNING EXPERIENCES

Competency-based learning experiences, paid or unpaid, offered in business and industry that supplement lectures and laboratory instruction.

INDEPENDENT SCHOOL DISTRICT (ISD)

A locally established, tax-based educational entity.

INTEGRATION OF ACADEMIC AND TECHNICAL/OCCUPATIONAL CURRICULA

A link between academic and technical theories, demonstrated in both academic and technical courses that includes the applications of theory in the workplace setting and the use of real-life situations in academic courses.

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT (NHMCCD)

The locally established post-secondary educational entity serving primarily Harris and Montgomery Counties; also provides services to other ISDs within the surrounding area.

PROGRAM

An organized unit of instruction clearly related to the acquisition and/or upgrading of technical skills and for which a Coordinating Board-approved certificate or an applied associate degree is awarded.

PROPRIETARY SCHOOL

A business or trade school, or technical institution or other technical or vocational school in any state that:

1. admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered by the institution;
2. is legally authorized to provide and provides within that state a program of higher education vocational or technical education designed to fit individuals for useful employment in recognized occupations;
3. has been in existence for two years or has been specially accredited by the secretary as an institution meeting the other requirements of definition; and
4. is accredited

    a. by a nationally recognized accrediting agency or association listed by the secretary;
    b. if the secretary determines that there is no nationally recognized accrediting agency or association qualified to accredit schools of a particular category, by a state agency listed by the secretary; or
    c. if the secretary determines that there is no nationally recognized or state agency or association qualified to accredit schools of a particular category, by an advisory committee appointed by the secretary and composed of persons specially qualified to evaluate training provided by schools of that category. The committee shall describe the standards of content, scope, and quality that must be met by those schools and shall also determine whether particular schools meet those standards.

SCHOOL-TO-WORK (or SCHOOL-TO-CAREER) TRANSITION

See classroom-to-work-place transition program.

TECH PREP PROGRAM

These programs of study develop sophisticated occupation skills required for employment in today's internationally competitive workplace through education and school-to-work opportunities in four major occupational areas or clusters: industrial and technical (engineering technology; applied science; mechanical, industrial, or practical trades or arts; and agriculture:) business/office; health; and personal and protective services (including child development and law enforcement). Tech Prep programs must include:

1. A six-year program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college, an apprenticeship, or advanced skills certification.
2. A cooperatively-developed (business, industry, labor, and secondary/higher education), competency-based technical education curriculum which is non-duplicative *(includes articulation between secondary and post-secondary institutions)* and which effectively integrates academic and technical competencies.
3. Graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels.
4. Student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills.
5. Student workplace basic skills.
6. Integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study.
7. Opportunities for enhanced technical skills training and/or baccalaureate study.
8. A coordinated delivery system for educational and social preparatory and support services for students, including special population students, to ensure access to program participation and student achievement.
9. A comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program.
10. A comprehensive and continuous professional development program for secondary and higher education academic and vocational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs.
11. A method to identify and follow the progress of outcomes of Tech Prep students throughout the program.*

*taken from TUIDELINES FOR INSTRUCTIONAL PROGRAMS IN WORKFORCE EDUCATION (previously titled TECHNICAL EDUCATION PROGRAM GUIDELINES), January 1996, pages 95-96.

TECH PREP ARTICULATION

Competency-based course articulation included in Tech Prep educational plans.

TECH PREP ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

A cooperatively developed, competency-based six-year program of study beginning in the ninth grade of high school and resulting in an associate of applied science degree with advanced skills from a community or technical college or an associate degree granting proprietary institution.

TECHNICAL EDUCATION

Used by the Coordinating Board's Community and Technical Colleges Division to describe Coordinating Board-approved educational programs offering a sequence of courses or block-time instruction. This type of education must be related directly to the preparation of individuals for paid employment in current or emerging occupations that require other than a baccalaureate or advanced degree. Also known as *occupational education* and *vocational education*.

TECHNOLOGY EDUCATION

An applied discipline designed to promote technological literacy that provides knowledge and understanding of the impacts of technology including its organizations, techniques, tools and skills to solve practical problems and extend human capabilities in areas such as construction, manufacturing, communication, transportation, power and energy.

TIME-SHORTENED ARTICULATION/PROGRAM

An articulation program in which high school students receive college credit that allows them to graduate from a higher education program in less time than a student beginning the program of study at the higher education level. Includes advanced placement based on articulated course work.

TRI-AGENCY PARTNERSHIP

Three agencies—The Texas Higher Educational Coordinating Board (THECB or HECB), the Texas Education Agency (TEA), and the Texas Department of Commerce (TDOC)--responsible for the statewide implementation of Quality Work Force Planning and Tech Prep program development and implementation.

VOCATIONAL EDUCATION

Organized educational program offering a sequence of courses or instruction in a sequence or aggregation of occupational competencies directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

APPENDIX B: ARTICULATION COMPARISON CHART FOR 1998-1999

(Used to identify and match learner outcomes/performance levels between NHMCCD courses and other entities)

North Harris Montgomery Community College District	**Independent School District (or other entity)**
	Independent School District (entity):
Course Title:	Course Title:
Course Number:	TEKS Number:
Course Contact Hours:	Course Length/Credits:
Text(s) Used:	Text(s) Used:

LIST DISTRICT APPROVED MAJOR LEARNER OUTCOMES	**CHECK MATCH**	**LIST MATCHING TEKS**
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.

Articulation Comparison Chart
Page 2

LIST PERFORMANCE MEASURES AND STANDARDS	CHECK MATCH	LIST PERFORMANCE MEASURES AND STANDARDS
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.

Comments/Remarks/Special Conditions:

ISD Representative (Teacher)

Date

NHMCCD Faculty or Curriculum Facilitator

Date

APPENDIX C: ARTICULATION AGREEMENTS

ARTICULATION AGREEMENT
in
the ______________________________ Program
between
________________ INDEPENDENT SCHOOL DISTRICT
and
THE COLLEGES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

A. PURPOSE

The purpose of this instrument is to document the approval of an Articulation Plan for specified courses in the above noted program between North Harris Montgomery Community College District (NHMCCD), 250 N. Sam Houston Parkway East, Houston, Texas 77060 and ___________________ Independent School District, _________, Texas _________. This document provides a mechanism to enable students who have completed specific courses at ___________________ Independent School District under this agreement to be granted college credit by articulation. The course(s) articulated via this document are listed herewith.

	NHMCCD Courses		ISD Courses
CIP NO.	Course Name	TEKS NO.	Course Name
______	______________________	______	___________________________
______	______________________	______	___________________________

B. PROVISIONS/TERMINATION

1. This agreement will become effective on the **date** both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to terminate.

2. If there are substantial changes (course no., name, outcomes, etc.) in the curriculum at either NHMCCD or the ______________________ ISD, the agreement must be reviewed for possible revision as soon as possible. If there continues to be a basis for articulation, a new agreement should be signed.

C. CURRICULUM

1. The NHMCCD Colleges agree to provide all of the syllabi, course outlines, and course competencies developed and approved by the technical advisory committee; the __________ ISD schools agree to provide the essential elements for their courses and to incorporate the syllabi, course outlines, and course competencies, furnished by NHMCCD, into its corresponding high school course of instruction.

2. The schools of ________________ ISD and the colleges of NHMCCD will utilize their joint technical advisory committee consisting of members from business, industry, and education who will assist in the continued refinement of the program.

D. CONDITIONS OF THIS AGREEMENT

To receive credit the student is required to satisfy the following conditions:

1. Meet all North Harris Montgomery Community College District admission and program entrance requirements. Additionally, a high school transcript must be presented.
2. Enroll in the ________________________ program at one of the colleges of the NHMCCD within one year after graduation from high school.
3. Successfully complete six credit hours in the degree or certificate program listed under Section D, #2 above at a college of NHMCCD.
4. Must have demonstrated mastery of course competencies and have completed the articulated course(s), in this document, with a grade of 85 (B) or above.
5. Apply for articulated credit within 28 months after graduation from high school.

****

SIGNATURES:

COLLEGES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

______________________________ ______________
Curriculum Facilitator (Associate Dean) Date

______________________________ ______________
Vice President of Educational Programs and Resources Date

______________________________ ______________
District Director of Curriculum Services Date

______________________________ ______________
Vice Chancellor for Education and Student Development Date

________________ **INDEPENDENT SCHOOL DISTRICT**

______________________________ ______________
Program Director Date

PROGRAM TITLE

University/College

and

North Harris Montgomery Community College District

NORTH HARRIS MONTGOMERY
COMMUNITY COLLEGE DISTRICT

Articulation Agreement

Effective Dates

Prepared jointly by:

Office of the Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston, Texas 77060

and

University/College or ISD Name
Address
City, State ZIP

A. Statement of Purpose:

North Harris Montgomery Community College District, Houston, Texas, and (the) *University/College Name and City, State,* in order to maximize the opportunities for students completing the recommended program of study in the Associate of Science degree and secure eligibility for admission into *University/College Name* in *Program Title,* hereby enter into the following Articulation Agreement. It is further recognized that this agreement shall describe the required program of study at North Harris Montgomery Community College District for admissions eligibility to *University/College Name* in the *Program Name.* This articulation identifies all required and equivalent courses at each institution.

B. Terms and Conditions:

The parties of this agreement, North Harris Montgomery Community College District and University/College Name hereby agree to the terms and conditions set forth herein.

- North Harris Montgomery Community College Associate of Science degree graduates completing the recommended program of study shall be eligible for admission into *University/College Name* and *Program Title.*

- Transfer students must meet the same standards and criteria for admission to a major degree sequence as *University/College Name* students.

- Eligibility for admission . . . . .

- *University/College Name* does not limit the number of credit hours that will transfer into the *Program Title* of study. Credit will transfer for all courses at the 100 and 200 levels in which a grade of "C" or better was earned.

- Students must complete with a Grade Point Ratio (GPR) of ??? or better on all attempted transferable course work.

- This agreement shall be in effect for two years beginning on *month day, year* through *month day, year.*

- This agreement shall be reviewed on a biennial basis or anytime program changes are made by either institution. Any program changes will be identified and incorporated into subsequent agreements.

- This agreement may be terminated by either party by giving written notice of said party's intention to the Vice Chancellor for Education and Student Development, North Harris Montgomery College District or the *University/College Name* Dean of *Program Title,* or designee.

- Students matriculated at North Harris Montgomery Community College in *Program Title* prior to the expiration date of this agreement shall be eligible for admission into *University/College Name's Program Title* curriculum for a period of one year after the completion of the Associate of Science at NHMCCD. If this agreement is terminated by either party for any reason, all North Harris Montgomery Community College students enrolled in the *Program Title* Associate of Science degree program at the time of the agreement termination will retain their eligibility for admission into *University/College Name's Program Title* of study for a period of three years.

- All notices, demands, requests, and other communications required shall be in writing and shall be deemed to have been given when personally delivered or mailed to:

NHMCCD:

Linda M. Stegall, Ed.D.
Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston. TX 77060
Phone: 281-260-3523
Fax: 281-260-3513
E-Mail: lindas@ nhmccd.edu

***UNIVERSITY/ COLLEGE NAME*:**

Name
Title
University/College Name
Street Address
City, State ZIP
Phone:
Fax:
E-Mail:

C. CURRICULUM

List recommended course sequence for program of study at NHMCCD with equivalents at university/college:

NHMCCD Courses	***University/College* Courses**

D. SIGNATURES

The parties have executed this agreement in duplicate originals on this date, *month day, year*. An original, signed copy of this agreement shall be maintained by each institution at designated offices of the college and university presidents or designee.

North Harris Montgomery Community College District	**University/College Name**
____________________ Curriculum Facilitator	____________________ Name Head, Program Title/Department
____________________ Linda M. Stegall, Ed.D Vice Chancellor for Education and Student Development	____________________ Name Title (Appropriate Administrator)

APPENDIX D:
LIST OF ARTICULATED COURSES

NHMCCD COURSE	HIGH SCHOOL COURSE
AIRC 1301, Refrigeration Theory	Heating, Ventilation, Air Conditioning & Refrigeration I
AIRC 1303, Electrical Control & Power Circuits	Heating, Ventilation, Air Conditioning & Refrigeration II
AIRC 1401, Service & Installation Technology	Heating, Ventilation, Air Conditioning & Refrigeration II
AUTO 1411, Intro. to Auto Service Technology	Automotive Technician I
CDEC 1313, Curriculum Resources	Early Childhood Professions I and II
CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice
CRIJ 1307, Crime in America	Crime in America
CSCI 1301, Programming Logic	Business Computer Programming or Computer Science I
CSCI 1401, Intro. to Computers	Business Computer Information Systems I
DRFT 1309, Basic Computer-Aided Drafting, AutoCad	CAD Design II (or other courses)*
EDGT 1305, Technical Design Graphics	CAD Design I (or other courses)*
EDGT 1317, Arch. Design Graphics, Residential	Arch. Drafting & Arch. Graphics
ELTE 1401, Circuit Analysis I	CD Circuits or Electronics I
ELTE 1402, Circuit Analysis I	DC Circuits or Electronics II
EMMT 1301, Clinical Practicum I	TDH EMT Basic Certificate
EMMT 1400, Intro. to Emergency Care	TDH EMT Basic Certificate
GRPH 1322, Electronic Publishing I	Desktop Publishing or Business Image Management & Multimedia
GRPH 1379, Electronic Presentations	Business Image Management & Multimedia
SNGL 1401, Beginning Am. Sign Language I	American Sign Language I
SNGL 1402, Beginning Am. Sign Language II	American Sign Language II
MGMT 1301, Intro. to Management	Business Management
MKTG 2303, Marketing Promotion & Advertising	Advertising
MKTG 2305, Marketing Management	Marketing Dynamics
MKTG 2306, Retail Operations & Methodology	Retailing
NRSP 1101, Introduction to Nursing	Health Science Technology II or III
OFAD 1300, Admin. Procedures & Technology	Administrative Procedures
OFAD 1302, Computer Keyboarding	Keyboarding
OFAD 1307, Office Accounting	Accounting I
OFAD 1311, Medical Terminology	Medical Terminology
OFAD 1323, Word Processing	Word Processing Applications
TRAV 1312, Intro. to Hospitality Services	Hospitality Services I
VETT 1200, Medical Terminology	Medical Terminology
WLDG 1421, Intro. to Welding Fundamentals	Welding I and II

See your high school or college counselor/advisor or call the NHMCCD Articulation Services Office at 281-260-3113 for more details.

APPENDIX E: ARTICULATION EXPIRATION FORM

District Name____

NHMCCD Reviewer's Name ______________________________

District Course Name: ________________________________

NHMCCD Course Name & No.: ___________________________

Reason for expiration:

____
Date Effective

____
NHMCCD Curriculum Team Member/Facilitator & Date

____
Associate Vice Chancellor for Curriculum & Instruction & Date

____
Vice Chancellor for Education & Student Development & Date

____
ISD Director of Career & Technology Education & Date

BEST COPY AVAILABLE

APPENDIX F: APPLICATION FOR ADVANCED PLACEMENT CREDIT/ ADVANCED STANDING FORM

Application for Advanced Placement Credit, Advanced Standing, or Core Curriculum Competency

(Draft revision 1/13/98)

Name: ______________________ SS# ______________ Date: __________

Request for: (check one type of credit per form)

☐ course challenge exam credit (go to Box 1)	☐ core competency credit (go to Box 2)
☐ external exam credit (go to Box 3)	☐ H. S. Articulation credit (go to Box 4)
☐ Continuing Education credit (go to Box 5)	☐ Non-traditional credit (go to Box 6)

1. Credit by Course Challenge Exam:

Student has met all requirements to take Challenge Exam ☐ yes ☐ no
Course or Challenge Exam not previously transcripted ☐ yes ☐ no
(must answer yes to both to meet eligibility requirements)
Fee Paid ☐ yes ☐ no Signature Business Office ______________________
Course Challenged _ _ _ _ _ _ _ _ Score ____
Credit awarded ☐ yes ☐ no Signature Associate Dean ______________________
Signature Admission Officer ______________________

2. Credit by Core Competency Exam:

Student has met all requirements to take Competency Exam ☐yes ☐ no
Fee Paid ☐ yes ☐ no Signature Business Office ______________________
Competency Challenged ____________ Score ____
Credit awarded ☐ yes ☐ no Signature Associate Dean ______________________
Signature Admission Officer ______________________

3. Credit by External Exam:

Fee Paid ☐ yes ☐ no Signature Business Office ______________________
Exam Taken____________ Score _____ NHMCCD course Equivalent _ _ _ _ _ _ _ _
Credit awarded ☐ yes ☐ no Signature Admission Officer______________________

4. Credit by High School Articulation:

- Enrolled in NHMCCD __________ College within one (1) year of HS graduation ☐yes ☐ no
- Completed a minimum of six (6) semester hours at NHMCCD in appropriate program area ☐yes ☐ no
- Requested course is part of student's certificate or degree plan ☐yes ☐ no
- Applied for articulated credit within 28 months of HS graduation ☐yes ☐ no
- Attained a grade of 85 or better in HS articulated course (validated on HS transcript) ☐yes ☐ no

(must answer yes to all to meet eligibility requirements)
Seeking credit for _ _ _ _ _ _ _ _ (NHMCCD course prefix and number)
Signature Admissions Officer ______________________

5. Credit by Continuing Education Articulation:

Course is approved for articulation ☐yes ☐ no
Student satisfactorily completed course ☐yes ☐ no
Seeking credit for _ _ _ _ _ _ _ _ (NHMCCD course prefix and number
Signature Continuing Education Dean ______________________
Signature Admissions Officer ______________________

6. Credit by Evaluation of Non-traditional Work: (check one)

Prior Knowledge/Skills ☐ License ☐ Military Experience ☐ Work experience ☐ Portfolio ☐

Credentials/evidence presented meet criteria for award of credit for: _ _ _ _ _ _ _ _ _ (NHMCCD Course)
Credentials/evidence presented meet criteria for placement into: _ _ _ _ _ _ _ _ _ (NHMCCD Course)
Fee Paid ☐ yes ☐ no Signature Business Office ______________________________
Signature Faculty ____________________ Signature Associate Dean____________________
Signature Admissions Officer ____

APPENDIX G: SAMPLE TECH PREP EDUCATIONAL PLANS

See following pages for Tech Prep Plans programs listed below:

Automotive Technology (approved)
Child Care and Development (approved)
Child Development, Montessori/Infant Toddler Specialization (approved)
Computer Graphic Arts Technology (pending approval)
Computer Information Systems (approved)
Criminal Justice (approved)
Electronics Technology (approved)
Engineering Design Graphics Technology (approved; replaces Drafting)
Engineering Technology AAS (approved)
Engineering Technology AS (approved)
Heating, Ventilation, Air Conditioning and Refrigeration (approved)
Human Services (pending submission)
Interpreter Training Technology (approved)
Legal Assisting (pending submission)
Management (approved)
Nursing (approved)
Occupational Therapy Assistant (pending submission)
Office Administration, Medical Office Specialization (approved)
Office Administration, Office Professional Specialization (approved)
Paramedic Technology (approved)
Physical Therapy Assistant (pending submission)
Travel Management (approved)
Veterinary Technology (pending submission)
Welding Technology (approved)

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep Educational Plan

Automotive Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**PSYC 1301 Human Relations	**SPCH 1311 Into. to Speech Communications	**CHEM 1405 Introductory Chemistry	AUTO elective (from AUTO 1413, 1414, 2416 or 2418)	*Option 1:* BUSI 1301 Business Principles
Algebra I	Geometry	Algebra II	Fine Arts	**ENGL 1301 Comp & Rhetoric I	MATH 1308 Technical Math	AUTO 2413 Engine Diagnosis and Repair	AUTO 2414 Body & Chassis Elec. Sys.	AND BUSI 1302 Operating a Business
Biology I	Chemistry	Biology II	Speech/ Elective	AUTO 1411 Intro. to Auto. Service*	AUTO 1415 Fuel and Emission Systems	AUTO 2415 Brake Systems	AUTO 2417 Auto Climate Control Sys	AND BUSI 2301 Business Law
World History	World Geography	U.S. History	U.S. Government/ Economics	AUTO 1412 Intro. to Auto. Electricity	AUTO 1416 Elec. Engine Mgmt. Systems	AUTO 2330 Coop Work Experience I	AUTO 2331 Coop Work Experience II	I AND BUSI 2303 Business Psychology
Physical Education	Physical Education/ Health	Automotive Technician I (AUTO 1411)*	Automotive Technician II	**HUMA 1301, Introduction to Humanities	CSCI 1401 Intro. to Computers*	AUTO elective (from AUTO 1413, 1414, 2416 or 2418)		AND BUSI 2305 Small Business Fin. Mgmt.
Keyboarding/ Speech	Business Computer Information Systems I (CSCI 1401)*				POSSIBLE ARTICULATED CREDIT: 8 HOURS			*Option 2: Transfer to Sam Houston State University*
Foreign Language I	Foreign Language II	Elective***	Elective***					
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 35		Second Year Credits 34	TOTAL COLLEGE CREDIT 81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone:
Telephone: 281-260-3113

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_ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep: 6-Year Plan

Child Care and Development, Montessori Infant/Toddler Specialization--Tech Prep Associate of Applied Science Degree with Play Leader/School Age Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**PSYC 2301 General Psychology	**Humanities/Fine Arts Elective	SPCH 2341 Oral Interpretation	**PSYC 2308 Child Growth & Development	***Option 1:*** **Play Leader/School Age: CDEC 1458 Creative Arts For Early Childhood AND CDEC 1395 Special Topics: Educational Role of Play AND CDEC 2341 School Age Child AND CDEC 1268 Practicum**
Algebra I	Geometry	Algebra II	Fine Arts	**ENGL 1301 Composition & Rhetoric I	CDEC 2326 Administration I	**PHED Physical Activity	**Math or Natural Science Elective	
Biology I	Chemistry	Biology II	Speech/Elective	CDEC 1311 Intro. to Early Childhood Education	CDEC 1418 Nutrition, Health & Safety	CDEC 1492 Special Topics -- MIT Theory & Practice	CDEC 2328 Administration II	
World Geography	World History	U.S. History	Government and Economics	CDEC 1303 Family & Community	CDEC 2421 The Infant & Toddler	CDEC 1419 Child Guidance	CDEC 1459 Children with Special Needs	
Physical Education	Physical Education/ Health	Early Childhood Professions I	Early Childhood Professions II	**CSCI 1401 Intro. to Computers***	CDEC 1392 Special Topics--Montessori Infant/Toddler History & Philosophy	CDEC 1464 Practicum--MIT	CDEC 2584 Coop in Child Development	
Foreign Language I	Foreign Language II							***Option 2:*** *Transfer to Sam Houston State University for BAAS*
Elective***	**Business Computer Information Systems I (CSCI 1401)***							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**4 Hours Possible Articulated Credit**	First Year Credits 33		Second Year Credits 35	TOTAL COLLEGE CREDIT 68/74

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ?credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

*** Recommended Electives: Personal & Family Development; Child Development; Nutrition and Food Science

ISD Contact Name:
NHMCCD Contact Name: Sue Thornton
Tech\tpplans\cdec\draft.doc
(4-15-98)

Telephone:
Telephone: 281-618-5663

Original approved on

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep 6-Year Plan

Computer Graphic Arts Technology AAS Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Comp. & Rhetoric I	**ENGL 1302 Comp. & Rhetoric II	GRPH 1359 Object Oriented Computer Graphics	GRPH 1325 Digital Imaging I	***Option 1:*** GRPH 1357, 1305 and one from ARTS 1301, 1303, 1304,
Algebra I	Geometry	Algebra II	Elective***	**GRPH 1322 Electronic Publishing I***	ARTS 1317 Drawing II	**SPCH 1315 Public Speaking or SPCH 1321 Business Speech	ARTS 2302 Design Communi-cations II	2316, 2317: GRPH 1354, 1359, 1370, 1380, 1395; or
Biology I	Chemistry I	Biology II	Speech/ Elective***	ARTS 1316 Drawing I	ARTS 1312 Design II or GRPH 1354 Electronic Publishing II	ARTS 2301 Design Communication I	ARTS 2303 or GRPH 1395 or GRPH 1380	approved MMED class
U. S. History	World Geography	World History	U.S. Government/ Economics	ARTS 1311 Design I	**MATH 1314 College Algebra	GRPH 2341 Electronic Publishing III	ARTS 2304 Special Studies in Computer Graphic Design	***Option 2:*** *Transfer to Sam Houston State University BAAS Program*
PE	PE /Health	Fine Arts	**Business Image Management & Multimedia (GRPH 1379)***	**CSCI 1401 Intro. to Computers***	**PSYC 2301 General Psychology	Approved Elective **(recommend GRPH 1379)***	Approved Elective	
Foreign Language I	Foreign Language II	Word Processing		**PHED	ARTS 2311 Color Composition			
Keyboarding/ Elective***	**Business Computer Information Systems I (CSCI 1401)***	Business Computer Information Systems II	**Desktop Publishing (GRPH 1322)***					
					POSSIBLE ARTICULATED CREDIT 10 hours			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 35		Second Year Credits 30	

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 10 credits).

** General Education block transferable toward a four-year degree at most universities.

*** See your high school counselor for recommended electives.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon
Tech\tpplans\cga\draft.doc
(4-30-98)

Telephone:
Telephone: 281-260-3113

Original approved on

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Revised Tech Prep: 6-Year Plan

Computer Information Systems--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**CSCI 1401 Introduction to Computers***	CSCI 1405 Data Commo. & Networks	**Math/Natural Science Course	Specialty Course #7	*Options: See Page 2*
Algebra I	Geometry	Algebra II	Calculus	**ENGL 1301 Composition & Rhetoric I	CSCI 1415 Personal Computer Operating Systems	Specialty Course #4	***Exit for Specialty Certificate***	
Biology I	Chemistry	Biology II	Fine Arts	**SPCH 1318 Interpersonal Communication	Specialty Course #2	Specialty Course #5	Specialty Course #8	
World Geography	World History	U.S. History	Government and Economics	Specialty Course #1	***Exit for Information Technology Certificate***	Specialty Course #6	Specialty Course #9 (Capstone)	
Physical Education	Physical Education or waiver and Health	**Computer Science I or Business Computer Programming (CSCI 1301)***	Computer Science II	**Social/ Behavorial Science Course	Specialty Course #3	**PHED 1111-2184	**Humanities/ Fine Arts course	
Foreign Language I	Foreign Language II	Foreign Language III	**Desktop Publishing (GRPH 1322)***				**General education elective	
Keyboarding/ Speech	**BCIS I (CSCI 1401)***	Computer Math	**Word Processing Applications (OFAD 1323)***					
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**Possible Articulated Credits 4-13**	First Year Credits 31/33		Second Year Credits 31/35	TOTAL COLLEGE CREDIT 74/80

SEE OVER FOR SPECIALTY COURSE LISTINGS.

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 4-13 credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

SPECIALTY OPTIONS

PC HelpDesk Specialty	Network Specialist	Programmer/Analyst	AS/400 Computing
First Semester			
OFAD 1323* or GRPH 1379	Tech elective **(GRPH 1322)***	**CSCI 1301***	**CSCI 1301***
Second Semester			
CSCI 1420 or 1421	Tech elective	**Programming Language, level 1, (1st)***	CSCI 1432 (RPG)
CSCI 1418	CSCI 1418	Programming Language, level 1, (2nd)	CSCI 1406
Third Semester			
CSCI 2417	CSCI 2420	CSCI 23-05	CSCI 2432
CSCI 2420	CSCI 2417	Programming Language, level 2 (lst)	CSCI 1412
CSCI 1420 or 1421	CSCI 2409	Programming Language, level 2 (2nd)	CSCI 2305
Forth Semester			
CSCI 2409 or 2330	CSCI 2421	CSCI 2402 or 2330	CSCI 22402 or 2330
Tech elective **(GRPH 1322)***	CSCI 2422	Tech elective **(GRPH 1322)***	CSCI 2440
Tech elective	CSCI 2403 or 2420 (2nd topic)	Tech elective	CSCI 2420
Tech elective = choose course from CSCI, MMED or **GRPH (GRPH 1322)***			

ENHANCED SKILLS CERTIFICATE OPTIONS (select second area of specialization; must be different than AAS specialization)

Programmer/Analyst: C Programming Enhanced Skills Certificate	Programmer/Analyst: COBOL Programming Enhanced Skills Certificate	Programmer/Analyst: Visual Basic Enhanced Skills Certificate	AS/400 Computing
CSCI 1433, Programming/C Programming	CSCI 1430, Programming/COBOL	CSCI 1431, Programming/Visual Basic	CSCI 1406, Computer Operations Concepts & Hardware
CSCI 2433, Advanced C Programming	CSCI 2430, Advanced COBOL Programming	CSCI 2431, Advanced Programming/Visual Basic	CSCI 1412, Computer Control Language
CSCI 2402, Systems Development & Implementation	CSCI 2402, Systems Development & Implementation	CSCI 2402, Systems Development & Implementation	CSCI 2440, Advanced Computer Operations
	Network Specialist Enhanced Skills Certificate		**Transfer to Sam Houston State University for BAAS Degree or LeTourneau University for BBA or BBM**
	CSCI 2410, Network Software		
	CSCI 2421, Network Hardware		
	CSCI 2422, Network Service & Support		

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon
Tech\tpplans\csci\draft.doc
(6-23-98)

Telephone:
Telephone: 281-260-3113

Original approved on

ISD / NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep: 6-Year Plan

Criminal Justice--Associate of Applied Science Degree with Enhanced Skills in Criminal Justice/Peace Officer

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	**SOPHOMORE**	**JUNIOR**	**SENIOR**	**FRESHMAN**		**SOPHOMORE**		**ENHANCED SKILLS**
English I	English II	English III	English IV	**ENGL 1301 Composition and Rhetoric	**ENGL 1302 Composition and Rhetoric	**GOVT 2301 American Government I	CRIJ 2399 Criminal Justice Capston	*Option 1:* CRIJ 2433 Texas Peace Officer Law AND
Algebra I	Geometry	Algebra II	Elective***	**CRIJ 1301 Introduction to Criminal Justice***	CRIJ 1306 The Courts and Criminal Procedure	CRIJ 2323 Legal Aspects of Criminal Justice	Elective	CRIJ 2434 Texas Peace Officer Procedures AND
Biology	Chemistry	Biology II	Speech/ Elective	CRIJ 1313 Juvenile Justice Systems	CRIJ 1310 Fundamentals of Criminal Law	**PSYC 2301 General Psychology	**CSCI 1401 Introduction to Computer***	CRIJ 2435 Texas Peace Officer Skills
World Geography	World History	U. S. History	Government/ Economics	**MATH College level	** SPCH 1311 or 1315 or 1321 or BUSI 2304	CRIJ Elective	Elective	
Physical Education	Physical Education/ Health	**Intro. to Criminal Justice (CRIJ 1301)***	**Crime in America (CRIJ 1307)***	** PHED 1111 - 1163 Physical Ed.	** PHED 1111 - 1163 Physical Ed.	**Natural Science Elective	CRIJ Elective	*Option 2: Transfer to Sam Houston State University (BAAS) or*
Foreign Language I	Foreign Language II	**Bus. Comp. Info. Sys. I (CSCI 1401)***	Fund. of Criminal Law	**SOCI 1301 Principles of Sociology	Elective (recommend **CRIJ 1307***)			*University of Houston, Downtown (BS CRIJ)*
Fine Arts	Elective***	Elective***	Elective***					
					Possible Articulated Credit 10 Hours			
Total Credit 7	Total Credit 7	Total Credit 7	Total Credit 7		First Year Credit 26/27		Second Year Credits 29	Total College Credits 67/68

*Courses articulated with North Harris Montgomery Community college District and gives college credit. (possible 10 credits)

** General Education Block transferable toward a four-year degree at most universities.

*** Recommended Electives:

ISD Contact Name:
NHMCCD Contact: Pat Rajski Lyon
Tech\tpplans\crij\6yrtemp.doc
(2-16-98)

Telephone:
Telephone: 281-260-3113

Original approved on

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep Educational Plan

Electronics Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

Proposed Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	ELTE 305 Introduction to Electronics	**ELTE 1402 Circuit Analysis II***	ELTE 2400 Electronics II	ELTE 2418, Component Level Trouble-shooting	*Option 1:* See Second Page.
Algebra I	Geometry	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**ELTE 1401 Circuit Analysis I***	ELTE 1303 Electronics I	ELTE 2405 Micro-processors	ELTE 2380 or 2381	
Biology I	Principles of Technology I or Chemistry	Principles of Technology II or Biology II	Physics	**MATH 1314 College algebra	ELTE 2332 Electronics Layout & Graphics	Specialty Course	Specialty Course	
World Geography	World History	U. S. History	U.S. Government/ Economics	**ENGL 1301 Composition & Rhetoric I	MATH 1316 Trigonometry	**HUMA 1301, Introduction to Humanities	Specialty Course	
PE	PE/ Health	**Electronics I (ELTE 1401)***	**Electronics II (ELTE 1402)***	**Social/ Behavorial Science elective	**SPCH 1311	ENGL 1211, Technical Communica-tions	ELTE 2403 Digital Electronics	*Option 2: Transfer to Sam Houston State University for BAAS*
Fine Arts	Business Computer Information Systems I				TOTAL ARTICULATED CREDITS 8			
Elective***	Foreign Language I	Foreign Language II	Speech/Elective					
Total Credits 7	**Total Credits 7**	**Total Credits 7**	**Total Credits 7**		**First Year Credits 35**		**Second Year Credits 29/30**	**TOTAL COLLEGE CREDIT 61/11**

- * Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).
- ** General Education block transferable toward a four-year degree at most universities.
- *** Recommended electives:

Specialty Options:

Computer Hardware Specialization	Consumer Electronics Specialization	Industrial Control Specialization	Telecommunications Specialization
ELTE 2304, Network Communications	ELTE 2460, Electronic Video Systems	ELTE 2417, Industrial Electronics	ELTE 2420, Introduction to Telecommunications
ELTE 2308, Electronics of Computer Hardware	ELTE 2461, Electronic Audio Systems	ELTE 1419, Automated Control Systems	ELTE 2333, Electronic Communication Systems I
ELTE 2413, Advanced Network Communications	ELTE 2462, Computer Maintenance	ELTE 2421, Proc. Control Instrumentation	ELTE 2334, Electronic Communication Systems II
Tech Prep Enhanced Skills Courses			
CSCI 1431 or 1433	BUSI 1301, Business Principles	ELTE 2310, Special Projects	ELTE 2310, Special Projects
CSCI 1405, Data Communications & Networks	BUSI 1302, Operating a Small Business	ELTE 2401, Instruments & Measurements	ELTE 2414, Data Communications Hardware
CSCI 1415, Personal Computer Operating Systems	BUSI 1303, Intro. to Entrepreneurship	ELTE 2422, Process Control for Manufacturing	ELTE 2415, RF Communications
	BUSI 2305, Finance Management	ELTE 2423, Electronics & the Oil Industry	ELTE 2320, Modulations & Line Codes

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Proposed *Tech Prep Educational Plan*

Engineering Design Graphics Technology--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE						
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SUMMER	SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Comp. & Rhetoric I	**MATH 1316 Trigonometry	ENGL 2311 Tech. Communications	Specialty Course	EDGT 2455 Applied Strength of Materials	*Option 1:* EDGT 2342 Parametric Design AND
Algebra I	Geometry	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**Math 1314,College Algebra	Specialty Course	CSCI 2405 Business Software Packages	EDGT 2358 Intro to Mechanics	**PHYS 1402, or CHEM 1405	EDGT 2315 Technical Presentation AND
Biology	Principles of Technology I or Chemistry	Principles of Technology II or Biology II	Physics I	***EDGT 1305 Technical Drafting**	Specialty Course		**MATH 2412 Precalculus	**Social/Behavioral Science course	EDGT 2360 Piping Design Graphics
World Geography	World History	U. S. History	U.S. Government/ Economics	**DRFT 1309 or 1310***	EDGT 2340 or 2341		**PHYS 1401 General Physics I	EDGT 2330 or 2327	AND one from EDGT 2301, 2310, 2311, 2354, 2391 or EDGT 2301
PE	PE/Health	Architectural Graphics	Speech/Elective	Specialty Course	**HUMA 1301 Intro to Humanities		Specialty Course	EDGT 2336 CAD/D Programming	
Keyboarding or elective	Communication Graphics	**CAD Design I (DRFT 1309 or 1310)***	**CAD Design II (EDGT 1305)***		TOTAL ARTICULATED CREDITS 6				*Option 2: Transfer to Sam Houston State for BAAS*
Fine Arts	Manufacturing Graphics								
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 30/31			Second Year Credits 51	TOTAL COLLEGE CREDIT 83/84

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 6 credits).
** General Education block transferable toward a four-year degree at most universities.
*** Recommended Electives:

Specialty Options (select one)

Architectural/Civil Design	Mechanical Design	Electrical/Electronic Design
EDGT 1317, Architectural Drafting - Residential	EDGT 2302, Machine Design Graphics	EDGT 1358, Electrical/Electronic Design Graphics
EDGT 1301, Constructional Materials & Processes	EDGT 1319, Manufacturing Materials & Processes	EDGT 1319, Manufacturing Materials & Processes
EDGT 1364, Topographical Design Graphics	WLDG 1337, Intro. to Metallurgy	EDGT 2306, Industrial Electricity/Electronics
EDGT 2310, Structural Drafting	EDGT 2306, Industrial Electricity/Electronics	EDGT 2302, Machine Design Graphics
EDGT 2343, Plans & Specifications	MCHN 1311, CAM I	ELTE 1305, Intro. to Electronics

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Proposed Tech Prep Educational Plan

Engineering Technology Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	ELTE 1410 Basic User Software	**Social/ Behavorial Science Course	Specialty Course	**Humanities/ Fine Arts course	*Option 1:* Select 13-15 hours from second specialization
Algebra I	Geometry	Algebra II	Pre-calculus	**ENGL 1301 Composition & Rhetoric I	ELTE 2403 Digital Electronics	ELTE 2440 System Trouble-shooting	Specialty course	
Biology I	Chemistry	Biology II	Speech/ Elective	*MATH 1314 College Algebra	SPCH 1318 Interpersonal Communications	Specialty course	Specialty course	
World Geography	World History	U. S. History	U.S. Government/ Economics	**ELTE 1401 Circuit Analysis I***	Specialty Course	Specialty Course	Specialty course	**Option 2**: Transfer to Sam Houston State
P. E.	PE/ Health	**Electronics I (ELTE 1401)***	**Electronics II (ELTE 1402)***	**ELTE 1402 Circuit Analysis II***	Specialty course		Specialty course	University BAAS program
Fine Arts	Foreign Language II							
Foreign Language I	Computer Course							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7					TOTAL COLLEGE CREDIT 80-84

* Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.

** General Education block transferable toward a four-year degree at most universities.

Computer Electronics Specialization	Network/Telecommunications Specialization	Semiconductor Mfg. Technician Specialization
ELTE 1404, Semiconductor Devices	ELTE 2320, Modulations and Line-Codes	WEMT 1101, Semiconductor Mfg. Industry Overview
ELTE 2405, Microprocessors I	ELTE 2414, Data Communications Hardware	ELTE 1404, Semiconductor Devices
ELTE 2415, RF Communications	ELTE 2412 or 2450 or 2330 (capstone course)	ELTE 2415, RF Communications
ELTE 1408, Electronics of Computer Hardware	ELTE 1408, Electronics of Computer Hardware	MATH 1316, Trigonometry
ELTE 2430, Data Commo. Software	ELTE 2430, Data Commo. Software	ELTE 2405, Microprocessors I
ELTE 2416, Operational Amplifiers	ELTE 2420, Intro. to Telecommunications	WFMT 2401, Semiconductor Mfg. Technology I
ELTE 2417, Industrial Electronics	ELTE 2432, Data Network Oriented Software	WRMT 1441, Statistical Processing Control
ELTE 2418, Component Level Troubleshooting	ELTE 2433, Computer Network Operating Systems	WFMT 2310, Vacuum Principles
MATH 1316, Trigonometry	ENGL 2311, Technical Communications	WFMT 2412, RF Plasma Systems

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Proposed Tech Prep Educational Plan

Tech Prep Associate of Science Degree

Engineering Technology Major

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	CHEM 1411, General Chemistry I**	CHEM 1412, General Chemistry II	**ELTE 1402, Circuit Analysis II**	ENGR 1304, Engineering Drafting	ELTE 2402, Analog & Digital Commo.
Algebra I	Geometry	Algebra II	Pre-calculus*	MATH 2412, Precalculus	MATH 2413, Calculus I	PHYS 2425, Mechanics & Heat	PHYS 2426, Elect., Sound & Light	ELTE 2403, Digital Electronics
Biology I	Chemistry	Biology II	Physics I* and Chemistry II*	HIST 1301, Am. History I	HIST 1302, Am. History II	GOVT 2301, Am. Govt. I	GOVT 2302, Am. Govt. II	ELTE 2407, Telecom.
World Geography	U. S. History	World History	U.S. Government*/ Economics	ENGL 1301, Comp & Rhetoric I	ENGL 1302, Comp & Rhetoric II	SPCH 1315, Public Speaking	ENGL literature course	ELTE 1410, Basic User Software
PE	PE/ Health	Fine Arts	Speech/ Elective	ELTE 1400, Electro-Mech. Handskills	**ELTE 1401, Circuit Analysis I**	MATH 2414, Calculus II	**CSCI 1433, Computer Program. – C***	
Foreign Language I	Foreign Language II	**Electronics I (ELTE 1401)***	**Electronics II (ELTE 1402)***	PHED 1111-2184, Physical Education	PHED 1111-2184, Physical Education	PHED 1111-1284, Physical Education	AS DEGREE TRANSFER TO TEXAS A & M BSET PROGRAM	
Elective****	**Computer Science I (CSCI 1433)***							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 38		Second Year Credits 36	TOTAL COLLEGE CREDIT 86

* Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.

** General Education block transferable toward a four-year degree at most universities.

*** Prerequisite to CHEM 1412, General Chemistry II (not included in BSET degrees)

**** Recommended electives:

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Proposed Tech Prep: 6-Year Plan

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**AIRC 1301 Refrigeration Theory***	AIRC 1402 AC System Servicing	AIRC 2405 Heat Pumps	AIRC 2404 Commercial AC & Refrig. Design	*Option 1:* BUSI 1301 Business Principles AND BUSI 1302
Algebra I	Geometry	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**AIRC 1303 Elec. Control & Power Circuits***	MECT 2302 Industrial Electricity/ Electronics	AIRC 2402 Residential AC Design	**CHEM 1405 Introductory Chemistry	Operating a Business AND BUSI 2301
Biology	Chemistry or Principles of Technology I	Principles of Technology II or Biology II	Physics I	AIRC 1400 Basic Elec. & Electronics	AIRC 2403 Light Commercial Refrigeration	AIRC 2409 HVAC Advanced Controls	AIRC 2410 Chilled Water A/C Systems	Business Law I AND BUSI 2303 Business
World Geography	World History	U. S. History	U.S. Government/ Economics	**AIRC 1401 Service & Installation Tech.***	**ENGL 1301 Composition & Rhetoric I	**Humanities/Fine Arts Elective	**CSCI 1401 Introduction to Computers***	Psychology AND BUSI 2305 Small Business Financial Management
PE	PE/ Health	**HVAC I (AIRC 1301, 1303 & 1401)***	**HVAC II (AIRC 1301, 1303 & 1401)****	MATH 1308 Technical Math	**Social/Behavioral Science Elective	**SPCH 1311 OR 1315 OR 1321		*Option 2: Transfer to Sam Houston State University for BAAS*
Speech/ Elective	**Bus. Comp. Info. Sys. I (CSCI 1401)***				TOTAL POSSIBLE ARTICULATED CREDITS 14			
Fine Arts	Foreign Language I	Foreign Language II	Elective***					
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 34		Second Year Credits 34	TOTAL COLLEGE CREDIT 83

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 14 credits).
** General Education block transferable toward a four-year degree at most universities.
*** Recommended electives:

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Draft Tech Prep 6-Year Plan

Human Services--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Comp. & Rhetoric I	**ENGL 1302 Comp. & Rhetoric II	**GOVT 2301 American Government I	HUMS 1306 Abnormal Behavior	*Option I:*
Algebra I	Geometry	Algebra II	Speech/ Elective	**College Level Math Course	**SOCI 1301 Principles of Sociology	**PSYC 2301 General Psychology	HUMS 2308 Practicum II	
Biology I	Chemistry	Biology II	Elective***	CSCI 1401 Intro. to Computers*	**SPCH 1311 or 1315 or 1321	HUMS 2301 Intervention I	HUMS Elective	
World Geography	World History	U.S. History	U.S. Government/ Economics	HUMS 1301 Intro. to Human Services*	HUMS 1303 Professional Skills for Human Services	**Natural Science Elective Course	HUMS Elective	
Physical Education	Physical Education/ Health	**Articulated Course**	**Articulated Course**	HUMS 1302 Interpersonal Dynamics	HUMS Elective	HUMS 2307 Practicum I	HUMS Elective	***Option 2:* Transfer to Sam Houston State University for BAAS**
Fine Arts	Business Computer Information Systems (CSCI 1401)*				**PHED		**PHED	
Foreign Language I	Foreign Language II	Elective***			7 Hours Possible Articulated Credits			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 32		Second Year Credits 32	TOTAL COLLEGE CREDIT 64+

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7 credits).

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

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PROPOSED *Tech Prep Educational Plan*

Interpreter Training Technology--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SUMMER SESSION	SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Composition & Rhetoric I	**SGNL 1402, Beg. Am. Sign Language II***	INTP 2401, Interpreting I	**SGNL 2301, Intermediate Am. Sign Language I**	SGNL 2302, Intermediate Am. Sign Language II	***Option 1:*** INTP 2391, Advanced Educational Interpreting AND INTP 2393, Advanced Community Interpreting AND INTP 2395, Medical/ Legal Interpreting AND INTP 2411, Specialized Interpreting Transliterating
Algebra I	Geometry	Algebra II	Speech (1/2)/ /Elective*** (1/2)	**SGNL 1401, Beg. Am. Sign Language I***	INTP 1311, Fingerspelling	**Social/ Behavorial Science Elective	INTP 2402, Interpreting II	INTP 2431, Interpreting III	
Biology I	Chemistry	Biology II	Elective***	INTP 1215, Visual/Gestural Communications	**Speech Elective		**CSCI 1401 Introduction to Computers***	INTP 2389, Internship: Sign Language Interpreter	
World Geography or World History	World Geography or World History	U.S. History	Government and Economics	INTP 1317 Intro. to the Deaf Community	INTP 1321, Intro. to the Interpreting Profession		**Math/Science Elective		
Physical Education	Physical Education/ Health	**Business Computer Information Systems I (CSCI 1401)***	Elective***	**Humanities/ Fine Arts Elective	INTP 1347, Deaf Culture		INTP 2315, Interpreting in Educational Settings		
Fine Arts	**American Sign Language I* (SGNL 1401)**	**American Sign Language II* (SGNL 1402)**	American Sign Language III						***Option 2*:** Transfer to Sam Houston State University for
									BAAS
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	**12 Hours Possible Articulated Credit**	First Year Credits 38			Second Year Credits 32-36	TOTAL COLLEGE CREDIT 70/74

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 12 credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

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Draft Tech Prep 6-Year Plan

Legal Assisting--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	LEGA 1302 Survey of Legal Specializations	**GOVT 2302 American Government II	LEGA 1304 Litigation Procedures	**SPCH 1315 or 1321	***Option I:***
Algebra I	Geometry	Algebra II	Speech/ Elective	LEGA 1303 Legal Admin. Procedures	LEGA 1303 Legal Resources	LEGA 2301 Legal Research & Writing	LEGA 2303 Legal Investigations	
Biology I	Chemistry	Biology II	Elective***	**ACCT 2401 Prin. Of Accounting I	LEGA 1305 Legal Practices & Procedures	LEGA 2302 or 2306 or 2307	LEGA 2305 Legal Theories & Analysis	
World Geography	World History	U.S. History	U.S. Government/ Economics	**ENGL 1301 Comp. & Rhetoric I	**CSCI 1401 Intro. to Computers or OFAD 1323 Word Processing***	**College Level Math Course	BUSI 2301 or 2302 Business Law I or II	
Physical Education	Physical Education/ Health	**Word Processing Applications (OFAD 1323)***	**Desktop Publishing (GRPH 1322)***	**PHED	Elective Outside Area of Specialization **(recommend GRPH 1322)***	**Natural Science Elective Course	LEGA 2330 or Elective	***Option 2: Transfer to Sam Houston State University for BAAS***
Fine Arts	**Business Computer Information Systems (CSCI 1401)***	**Articulated Course**	Elective***	**General Education Elective				
Foreign Language I	Foreign Language II	Elective***	Elective***		7-? Hours Possible Articulated Credits			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 32		Second Year Credits 32	TOTAL COLLEGE CREDIT 64+

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7-? credits).

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives: Introduction to Business, Business Law

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Proposed Tech Prep: 6-Year Plan

Management--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Composition & Rhetoric I	**SPCH 1315 Public Speaking OR SPCH 1321 Business Speech	BUSI 2304 Business Communications	**Math/Science Elective	*Option 1:* Select 12-13 hours from a second specialty option
Algebra I	Geometry	Algebra II	Introduction to Business	**CSCI 1401 Introduction to Computers***	MGMT 1306 Managing Cultural Differences	**Humanities/Fine Arts Elective (Foreign Language in Hum. Resource and Intl. Bus. Options)	MGMT 2330 or MGMT 2329	
Biology I	Chemistry	Biology II	Elective***	MGMT 1301 Introduction to Management	CSCI 1420 Spreadsheets	MGMT 1302 Customer Service	MGMT 2304 Facilitating/Team Building	
World Geography	World History	U.S. History	Government/ Economics	Specialty Course #1	Specialty Course #3	ECON 2301 Macroeconomics or ECON 2302 Microeconomics	Specialty Course #5	*Option 2: Transfer to Sam Houston State University for BAAS*
Physical Education	Physical Education and Health	Business Management	Speech/ Elective	Specialty Course #2	**MKTG 2305 Marketing Management***	ACCT 2401 Principles of Accounting I	Specialty Course #6	*Or LeTourenau University for BBA or BBM*
Foreign Language I	Foreign Language II	**Retailing (MKTG 2306)***	**Marketing Dynamics (MKTG 2305)***		Specialty Course #4		MGMT 2302 Human Resource Management	
Fine Arts	**Bus. Comp. Info. Sys. I (CSCI 1401)***	**Advertising (MKTG 2303)***						
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**POSSIBLE ARTICULATED CREDITS 13**	First Year Credits 35		Second Year Credits 34/35	TOTAL COLLEGE CREDIT 81/82

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 13 credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

Management Specializations (Select one as part of AAS and select 12 hours from a second for Enhanced Skills)

Entrepreneurship	**Human Resource**	**International Business**	**Management**	**Marketing**
MGMT 1307 Introduction to Entrepreneurship	MGMT 2306 Org. Theory & Human Behavior	GEOG 1303 World Geography	MGMT 2301 Management Development	**MKTG 2303 Marketing Promotion & Advertising***
BUSI 1301 Business Principles	BUSI 2303 Business Psychology	MGMT 1303 Intro. to International Business	MGMT 2300 Mgmt. & Labor Relations	MKTG 2301 Sales Strategies & Tactics
BUSI 2301 Business Law I	**Foreign Language Elective	**Foreign Language Elective	MGMT 1303 Intro. to International Business	**MKTG 2306 Retail Operations***
MGMT 2308 Financial Management	MGMT 2305 Performance Review & Productivity	MGMT 1304 Exporting & Importing Fundamentals	ACCT 2402 Principles of Accounting II	MGMT 2301 Management Development
MGMT 2311 Developing a Feasibility Plan	MGMT 2309 Employee Training & Development	MGMT 2310 Import Custom Regulations	MGMT 2306 Org. Theory & Human Behavior	Elective
ACCT 2402 Principles of Accounting II	MGMT 2301 Management Development		MGMT 2303 Production Management	MKTG 2304 Marketing Research

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Proposed Tech Prep Educational Plan

Nursing--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**BIOL 2401 Anatomy & Physiology I	**BIOL 2402 Anatomy & Physiology II		NURS 2904 Nursing IV	**Option 1:** transfer to BSN program
Algebra I	Geometry	Algebra II	Speech/ Elective	**ENGL 1301 Composition & Rhetoric I	**PSYC 2314 Life-Span Growth & Development	**GOVT 2301 Am. Govt.: National, State & Local	PHED 1111-2184	**Option 2:** Home Health Care NURS 2301, Home Health Practice I and NURS 2302, Home Health Practice II
Biology I	Chemistry	Biology II	**Business Computer Information Systems I (CSCI 1401)***	**PSYC 2301 General Psychology	NURS 1902 Nursing II	PHED 1111-2184	**Elective: CSCI 1401 Intro. to Computers***	**Option 3:** Gerontology (to be written)
World Geography	World History	U.S. History	Government and Economics	NURS 1901 Nursing I	**ENGL 1302 Composition & Rhetoric II	NURS 2903 Nursing III		**Option 4:** Specialty electives.(to be written)
Physical Education	Physical Education and Health	**Health Occupations II (NURS 1101)***	Health Occupations III	**NURS 1101 Introduction to Nursing***	**BIOL 2420 Microbiology & Pathology	**SOCI 1301 Principles of Sociology		**Option 5:** ACLS Accreditation EMMT 2402
Foreign Language I	Foreign Language II				Optional Summer Electives: NRSP 1501, NRSP 1502, VN Elective I, and VN Elective II			
Fine Arts	Health Science Technology I							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**ARTICULATED CR. HRS. 5**	First Year Credits 29		Second Year Credits 32	TOTAL COLLEGE CREDIT 71

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 5 credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

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Proposed Tech Prep Educational Plan

Occupational Therapy Assistant--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**PSYC 2301 General Psychology	**PSYC 2314 Lifespan Growth & Development	OCTA 2210 Activities & Analysis II	**SPCH 1318 Interpersonal Commo.	
Algebra I	Geometry	Algebra II	Speech/ Elective	**ENGL 1301 Comp. & Rhetoric I	**BIOL 2402 Human A & P II	OCTA 2412 Pediatrics for OTA	**Humanities/ Fine Arts Elective	
Biology I	Chemistry	Biology II	Anatomy & Physiology	**BIOL 2401 Human A & P I	OCTA 2302 Dynamics of Human Motion	OCTA 2401 Physical Disabilities	OCTA 2316 Organization & Administration	
World Geography	World History	U.S. History	Government and Economics	OCTA 1301 Activities & Analysis I	OCTA 2303 Pathophysiology for OTA	OCTA 2406 Psychosocial OTA Therapy	OCTA 2418 Geriatrics for OTA	
Physical Education or Waiver	Business Computer Information Systems I	Health Occupations II	Health Occupations III	OCTA 1300 Intro. to Occupational Therapy	OCTA 2308 Documentation for OTA	OCTA 2120 Level I Fieldwork	OCTA 2728 Level II Fieldwork	
Foreign Language I	Foreign Language II							
Fine Arts	Health Science Technology I							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**ARTICULATED CR. HRS. ?**	First Year Credits 29		Second Year Credits 32	TOTAL COLLEGE CREDIT 71

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

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Proposed Tech Prep 6-Year Plan

Office Administration, Medical Office Specialization--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**OFAD 1302 Computer Keyboarding* or OFAD 1323 Word Processing***	**OFAD 1323 Word Processing*** or OFAD 2301 Keyboarding Skillbuilding	OFAD 2301 Keyboarding Skillbuilding or OFAD 2303 Advanced Keyboarding & Transcription	**College-Level Math or Science	***Option 1, Desktop Publishing:*** GRPH 1329, 2354, 2341, and 1359 or 1379
Algebra I	Geometry	Algebra II	Speech/ Elective	OFAD 1305 Business Writing	OFAD 2312 Medical Transcription or OFAD 2313 Medical Coding	** ENGL 1301 Composition & Rhetoric I	**GRPH 1322 Elec. Publg. I*** or MMED 1301 Intro. to Multimedia Sys.	***Option 2, Legal Secretary:*** LEGA 1301, LEGA 1302, LEGA 1303, LEGA 1304
Biology I	Chemistry	Biology II	**Desktop Publishing or Bus. Image Mgmt. & Multimedia (GRPH 1322)***	OFAD 1309 Business Computations	OFAD 2310 Medical Insurance	OFAD 2330 Coop Work Experience or OFAD 2329 Office Admin. Internship	**Humanities/ Fine Arts Elective	***Option 3: Transfer to Sam Houston State University, BAAS Program***
World Geography	World History	U. S. History	U.S. Government/ Economics	OFAD 1310 Medical Office Procedures	OFAD 2311 Medical Office Operations or OFAD 2330 Office Admin. Coop	OFAD 2323 Advanced Word Processing or Elective	**Social/ Behavorial Science Elective	
PE	PE/Health	**Word Processing Applications (OFAD 1323)***	Office Administrative Systems Coop	OFAD 1311 Medical Office Terminology	**SPCH 1311 or 1318 or 1321 or BIOL 2401 Human Anatomy & Physiology I	**OFAD 1307 Office Accounting***	CSCI 1421 Business Applications--Databases	
Foreign Language I	Foreign Language II	Fine Arts		*Exit Point for Medical Office Receptionist Certificate*	*Exit Point for Medical Office Specialist Certificate*	OFAD 1303 Special Topics or Elective	**PHED Physical Activity Course	
Keyboarding* (OFAD 1302)/ Elective	Business Computer Information Systems I	**Accounting (OFAD 1307)***				*Exit Point for Administrative Assistant Certificate*		
					POSSIBLE ARTICULATED CREDIT 12 hours			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 32		Second Year Credits 36/37	TOTAL COLLEGE CREDIT 83/84

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 12 credits).

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name: Telephone:

NHMCCD Contact Name: Pat Rajski Lyon Telephone: 281-260-3113

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep Educational Plan

Office Administration, Office Professional Specialization--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**OFAD 1300 Admin. Procedures & Technologies***	**OFAD 1323 Word Processing*** or OFAD 2323 Advanced Word Processing	OFAD 2301 Keyboarding Skillbuilding or OFAD 2303 Advanced Keybdarding & Transcription	**College-Level Math or Science	***Option 1, Desktop Publishing:*** GRPH 1329, 1354, 2341, and 1359 or 1379
Algebra I	Geometry	Algebra II	**Desktop Publishing or Bus. Image Mgmt. & Multimedia (GRPH 1322)***	**OFAD 1302 Computer Keyboarding**	OFAD 2306 Office Resource Management	** ENGL 1301 Composition & Rhetoric I	**GRPH 1322 Elec. Publ. I*** or MMED 1301 Intro. to Multimedia Sys.	***Option 2, Legal Secretary :*** LEGA 1301, LEGA 1303, LEGA 1302, LEGA 1304
Biology I	Chemistry I	Biology II	Speech / Elective	OFAD 1305 Business Writing	OFAD 2309 Business Communications Technologies	OFAD 2330 Coop Work Experience or OFAD 2329 Office Admin. Internship	**Humanities/ Fine Arts Elective	***Option 3, Medical Office Specialist:*** OFAD 1310, 1311, 2310 AND 2311
U. S. History	World Geography	World History	U.S. Government/ Economics	**OFAD 1323 Word Processing***	CSCI 1420 Bus. Applications Spreadsheets	OFAD 2323 Advanced Word Processing or Elective	**Social/ Behavorial Science Elective	
P.E.	PE/ Health	Fine Arts	**Administrative Procedures (OFAD 1300)***	**CSCI 1401 Intro. to Computers***	**SPCH 1311 or 1318 or 1321	**OFAD 1307 Office Accounting***	CSCI 1421 Business Applications--Databases	***Option 4: Transfer to Sam Houston State University, BAAS Program***
Foreign Language I	Foreign Language II	**Word Processing Applications (OFAD 1323)***		OFAD 1309 Business Computations		OFAD 1303 Special Topics or Elective	**PHED Physical Activity Course	
Keyboarding* (OFAD 1302)/ Elective	**Business Computer Information Systems I (CSCI 1401)***	**Accounting (OFAD 1307)***		*Exit Point for Office Specialist Certificate*	*Exit Point for Office Technology Specialist Certificate*	*Exit Point for Administrative Assistant Certificate*		
					POSSIBLE ARTICULATED CREDIT 19 hours			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 32		Second Year Credits 36/37	TOTAL COLLEGE CREDIT 83/84

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 19 credits).

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name: Telephone:

NHMCCD Contact Name: Pat Rajski Lyon Telephone: 281-260-3113

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep: 6-Year Plan

Paramedic Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**EMMT 1400 Intro to Emergency Care***	EMMT 1401 Adv. Emergency Care	EMMT 2401 Emergency Cardiac Care	EMMT 2402 Paramedic Internship	*Option 1:* Fire Science (TBD 1998)
Algebra I	Geometry	Algebra II	Speech/ Elective	**BIOL 2401 Anatomy & Physiology I	**ENGL 1302 Composition & Rhetoric II	EMMT 1302 Clinical Practicum II	Multicultural Course Elective	*Option 2:* Emergency Medical
Biology I	Chemistry	Biology II	Microcomputer Applications or Business Computer Applications	**ENGL 1301 Composition & Rhetoric I	EMMT Elective	EMMT 2303 Mgmt. of Special Patients	**PSYC 2314 Life Span Growth & Development	Dispatch (TBD 1998)
World Geography	World History	U.S. History	Government/ Economics	**EMMT 1301 Clinical Practicum I***	**BIOL 2402 Anatomy & Physiology II	EMMT 1300 Legal/Ethical Issues in Prehospital Care	EMMT Elective	*Option 3:* Hazardous Materials Management: FIRT 1315 Hazardous Materials I
Physical Education	Physical Education/ Health	Health Science Technology II	**Health Science Technology III (EMT Basic Certification = EMMT 1301 & 1400)***	**PHED 1111, Activity Course	**PHED 1111 Activity Course	EMMT 2302 Traumatic/ Medical Emergencies	**SPCH 1311 Intro to Speech Commo or SPCH 1315 Public Speaking	AND FIRT 1347 Industrial Fire Protection
Fine Arts	Health Science Technology I							
Foreign Language I	Foreign Language II							*Option 4: Transfer to Sam Houston State University*
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**7 Hours Possible Articulated Credit**	First Year Credits 39		Second Year Credits 31	TOTAL COLLEGE CREDIT 70

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7 credits).

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone:
Telephone: 281-260-3113

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep Educational Plan

Physical Therapist Assistant--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	PHTA 1101 Profession of Physical Therapy	PHTA 1403 PT III/Prin. Of Therapeutic Exercise	PHTA 2401 Clinical Practicum I	PHTA 2302 PT V/Current Issues	
Algebra I	Geometry	Algebra II	Speech/ Elective	PHTA 1301 Intro. Practice & Profession	**BIOL 2402 Human A & P II	PHTA Elective	**PSYC 2314 Lifespan Growth & Development	
Biology I	Chemistry	Biology II	Anatomy & Physiology	PHTA 1401 Funct. & Surface A&P	PHTA 1402 PT II/Intro. to Modalities	MATH 1314 or 1308 or 1336	PHTA 2402 Clinical Practicum II	
World Geography	World History	U.S. History	Government and Economics	**BIOL 2401 Human A & P I	PHTA 2301 PT IV/Interm. Therapeutic Exercise	**SPCH 1318 or 1311	Elective (recommend **CSCI 1401)***)	
Physical Education or Waiver	**Business Computer Information Systems I (CSCI 1401)***	Health Occupations II	Health Occupations III	**ENGL 1301 Comp. & Rhetoric I	**ENGL 1302 Comp. & Rhetoric II	**PHED	**PHED	
Foreign Language I	Foreign Language II			PHTA 1302 Patho-physiological Conditions	**PSYC 2301 General Psychology	PHTA Elective		
Fine Arts	Health Science Technology I							
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	**ARTICULATED CR. HRS. 4-?**	First Year Credits 29		Second Year Credits 32	TOTAL COLLEGE CREDIT 71

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 4- credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon
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Telephone:
Telephone: 281-260-3113
Original approved on

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep 6-Year Plan

Travel Management--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				**COMMUNITY COLLEGE**					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN			SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**General Educ Elective	**Tourism Agent Certificate or**	**or Meeting Planner Certificate**	ACCT 2401 Prin of Acct I	BUSI 2304 or OFAD 1301 Bus Commo or Bus Writing I	*Option 1:* TRAV 1311 Hosp & Special Events Planning AND
Algebra I	Geometry	Algebra II	**Marketing Management (TRAV 2303)***	TRAV 1301 Intro to Trav & Tourism	**SPCH 1315 Public Speaking	**SPCH 1315 Public Speaking	**ENGL 1301 Comp and Rhetoric I	**ENGL 1302 Comp & Rhetoric II**	TRAV 2302 Intro to Mtg & Convention Planning AND
Biology I	Chemistry	Biology II	Speech/ Elective	TRAV 1302 Travel Dest I or 1303 Travel Dest II	TRAV 1302 or 1303 Travel Dest I or II	TRAV 2302 Intro to Mtg & Convention Planning	**Math (any college level)	**PSYC 2301 General Psychology	TRAV 2307 or BUSI 2301 Convention & Exposition Law/Ethics or Business Law I AND
World Geography	World History	U.S. History	U.S. Government/ Economics	TRAV 1304 Travel Industry Operations I	TRAV 2206 or 1305-09 Current Issues/Prob in Travel or Destination Specialization	TRAV 2308 Applied Conv/Mtgs Mgmt	**PHED (student's choice)	TRAV 2305 Travel Industry Mgmt.	TRAV 2308 Applied Convention/Meeting Management
Physical Education	Physical Education/ Health	**Hospitality Services I (TRAV 1312)***	Hospitality Services II	**CSCI 1401 Intro to Computers***	**TRAV 2303 Travel & Tourism Sales & Marketing***	TRAV 2303 Travel & Tourism Sales/Mktg Techniques	Approved TRAV elective **(TRAV 1312)***	TRAV 2330 Travel & Tourism Coop	*Option 2: Transfer to Sam Houston State University for BAAS*
Fine Arts	**Business Computer Information Systems I (CSCI 1401)***				TRAV 2401 Travel Industry Operations II	MGMT 2300 or 2306 Intro to Mgmt or Org Theory and Human Behavior			
Foreign Language I	Foreign Language II				**SPAN 1411 Beg. Span I	**SPAN 1411 Beg. Span I			
				Exit point for Travel Assistant Certificate	**Exit point for Tourism Agent Certificate**	**Exit point for Meeting Planner Certificate**	**Possible Articulated Credits 10 hours**	**Exit Point for Tech Prep Associate Degree in Travel Management**	
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 35/36			Second Year Credits 29	TOTAL COLLEGE CREDIT 76/77

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 10 credits). If taken in high school and meet articulation conditions, do not have to repeat in college.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Debbie Adams

Telephone:
Telephone: 281-359-1600

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep Educational Plan

Veterinary Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**VETT 1200 Medical Terminology***	VETT 1201 Canine & Feline Diseases	VETT 1302 Laboratory Animal Diseases	VETT 2200 Food Production Animal Diseases	*Option 1:*
Algebra I	Geometry	Algebra II	Speech/Elective	VETT 1400 Introduction to Vet. Tech.	VETT 1204 Nutrition & Feeding of Domestic Animals	VETT 2402 General Veterinary Parasitology	VETT 2430 Hospital Technology	
Biology I	Chemistry	Biology II	Anatomy & Physiology	**BIOL 1406 Biology I	**CHEM 1405 Introductory Chemistry	VETT 1203 Equine Diseases	VETT 2401 Vet. Clinical Pathology II	
World Geography	World History	U.S. History	Government and Economics	**ENGL 1301 Composition & Rhetoric I	**PSYC 2301 General Psychology	VETT 2400 Veterinary Anatomy & Physiology	VETT 2302 Vet Office Mgt. & Computer Skills	*Option 2: Transfer to Sam Houston State*
Physical Education	Physical Education/ Health	Health Science Technology I	Health Science Technology II	**MATH 1308 Tech Math I	PHED 1111-2184	VETT 2301 Vet. Clinical Pathology I	VETT 2330 Vet. Technology Preceptorship	*University for BAAS*
Fine Arts	**Business Computer Information Systems I (CSCI 1401)***	Elective		Elective outside area of specialization **(recommend CSCI 1401)***	**ENGL 1302 Composition & Rhetoric II	VETT 2300 Vet. Radiology		
Foreign Language I	Foreign Language II	**Medical Terminology (VETT 1200)***			VETT 1100 Pharmacological Calculations			
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7	Possible Articulated Credit 6 hours	First Year Credits 36		Second Year Credits 35	TOTAL COLLEGE CREDIT 71

* Students may enter the program at an advanced level after completing dual credit and/or articulated courses as indicated in **bold** in high school.
** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone:
Telephone: 281-260-3113

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep 6-Year Plan

Welding Technology--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**WLDG 1421 Intro. to Welding Fundamentals***	WLDG 1430 Intro. to Gas Met. Arc Wldg. Or 1434 Intro to Gas Tungsten Arc Wldg.	WLDG 1435 Intro. to Pipe Welding I	WLDG 2453 Adv. Pipe Welding	*Option 1:* WLDG 1371 Film Interp. Of Weld & WLDG 1471 Liquid Penetrant & Magnetic Particle Testing & WLDG 1472 Ultrasonic Testing
Algebra I	Geometry	Algebra II	Speech/ Elective	WLDG 1428 Intro. to Shielded Metal Arc Wldg.	WLDG 1457 Interm. Shielded Met. Arc. Wldg.	WLDG 2447 Adv. Gas Met. Arc Wldg or 2451 Adv. Gas Tungsten Arc Wldg	**HUMA 1301 Intro to Humanities	
Biology I	Chemistry	Biology II	Elective***	MATH 1308 Technical Math	WLDG 1337 Intro to Metallugry	WLDG 1413 Intro to Blprnt Rdng for Welders	WLDG 1391 Nondest. Insp. Methods	
World Geography	World History	U.S. History	U.S. Government/ Economics	**ENGL 1301 Composition & Rhetoric I	**SPCH 1311 Introduction to Speech Communication	**Social/ Behavorial Science elective	WLDG approved elective	
Physical Education	Physical Education/ Health	**Metal Trades I (WLDG 1421)***	**Metal Trades II (WLDG 1421)***	**CHEM 1405 Intro to Chem.	**CSCI 1401 Introduction to Computers***	WLDG approved elective	WLDG 2380 Welding Coop Work Experience	*Option 2: Transfer to Sam Houston State University for BAAS*
Fine Arts	**Business Computer Information Systems (CSCI 1401)***				ARTICULATED CR. HRS. 8			
Foreign Language I	Foreign Language II	Elective***						
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 36		Second Year Credits 31-35	TOTAL COLLEGE CREDIT 78-83

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

ISD Contact Name:

Telephone:

NHMCCD Contact Name: Pat Rajski Lyon

Telephone: 281-260-3113

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APPENDIX H: LIST OF SAMPLE DUAL CREDIT COURSES

To be negotiated with each NHMCCD college individually.

ACCT 2401, Principles of Accounting I
ARTS 1316, Drawing I
BIOL 1406, Biology I; BIOL 1407, Biology II; BIOL 2401, Human Anatomy & Physiology I
CRIJ 1301, Introduction to Criminal Justice; CRIJ 1307, Crime in America
CSCI 1401, Introduction to Computers; CSCI 1430-34, Programming Languages; CSCI 1301, Programming Logic; CSCI 1420, Business Applications Spreadsheets; CSCI 1421, Business Applications Database
DRFT 1301, Introduction to CAD I; DRFT 1305, Introduction to CAD II
ECON 2301, Macroeconomics; ECON 2302, Microeconomics
ENGL 1301, Composition & Rhetoric I; ENGL 1302, Composition & Rhetoric II; ENGL 2322, Survey of English Literature I; ENGL 2323, Survey of English Literature II
FREN 1411, Beginning French I; FREN 1412, Beginning French II
GEOG 1303, World Geography
GERM 1411, Beginning German I; GERM 1412, Beginning German II
GOVT 2301, American Government I; GOVT 2302, American Government II
HIST 1301, United States History I; HIST 1302, United States History II
HUMA 1301, Introduction to Humanities
JAPN 1411, Beginning Japanese I; JAPN 1412, Beginning Japanese II
MATH 1314, College Algebra; MATH 1316, Trigonometry; MATH 1342, Statistics; Math 2412, Precalculus; MATH 2413, Calculus
OFAD 1300, Office Management I; OFAD 1301, Business Writing I; OFAD 1307, Office Accounting; OFAD 1309, Business Computations
PHED 1111, Fitness Activities; PHED 1112, Individual and Dual Sports; PHED 1113, Team Sports; PHED 1114, Dance Activities; PHED 1116, Aquatic Activities
PHYS 1401, General Physics I
PSYC 2301, General Psychology
RUSS 1411, Beginning Russian I; RUSS 1412, Beginning Russian II
SOCI 1301, Principles of Sociology
SPAN 1411, Beginning Spanish I; SPAN 1412, Beginning Spanish II

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APPENDIX I: INDEPENDENT SCHOOL DISTRICT CONTACT LIST

Name	ISD	Position	Phone Number
Franklin Higgins	Aldine	Director of Technical & Occupational Education	281-985-6646
Paul Dobbins	Alief	Director of Career & Technology Education	281-498-8110
Allene Schmitt	Bellville	Tech Prep Coordinator	409-865-3681
Eduardo Elizando	Brazos	Tech Prep Coordinator	
Linda Dillard	Bryan	Director of Career & Technology Education	409-361-5214
Frank Elfin	Cleveland	Director of Occupational & Technical Education	281-592-8717
Steve Johnson	College Station	Director of Career, Technology & Community Education	409-764-5464
Sophie Telschik	Columbus	Counselor	409-732-5746
Jerome Hurt	Conroe	Coordinator of Technical & Occupational Education	409-539-0506
Bob Singletary	Cypress-Fairbanks	Director of Technical & Career Education	281-897-4036
Tim Gassiott	Dayton	Career & Technology Director	409-258-2510
Dotty Oeklers	Fort Bend	Director of Career & Technology Education	281-265-0250
Jody Wisrodt	Galveston	Director of Career & Technology Education	409-766-5157
Kenneth Emery	Goose Creek	Director of Career & Technology Education	281-420-4550
Beverly Hardee	Hempstead	Department Chair	409-825-8459
Erna Joy Dempsey	Houston	Tech Prep Coordinator	713-892-6778
Marilyn Osborne	Huffman	Tech Prep Coordinator	281-324-1127
Jo Priddy	Humble	Director of Career & Technical Education	281-540-5033
Carol Smith	Huntsville	Coordinator, Career & Technology Education	409-295-3421
Bonny Green	Katy	Director of Career & Technology Education	281-396-6300
Janelle Watson	Klein	Director of Career & Technology Education	281-376-4180
Denman Watson	Liberty	Director of Career & Technology Education	409-336-6483
Olivia Del Heiro	Magnolia	Secondary Curriculum Director	281-356-3572
Carolyn Edwards	Montgomery	Tech Prep Coordinator	409-597-6401
Don Ford	New Caney	Director of Career & Technology Education	281-354-1166
Vergie Klawinski	New Waverly	Tech Prep Coordinator	409-344-2360
Patrick Jackson	North Forest	Director of Career & Technology Education	281-636-4364
Jerry Dyes	Sealy	Curriculum Facilitator	409-885-3515
Vicky Almstead	Splendora	Counselor	281-689-8008
Carolyn Ramsey	Spring	Director of Technical & Occupational Education	281-586-1112
Linda Russell	Spring Branch	Director of Career & Technology Education	281-365-4621
Kay McLin	Tarkington	Director, Curriculum, Instruction & Special Populations	281-592-8781
Linda Schuelke	Tomball	Dean of Instruction	281-357-3220
Maralyn Lakin	Waller	Department Chair	409-931-4018
Pat Calfee	Willis	Department Chair--Tech Prep Liaison	409-856-1309
Bob Evans	Windham	Director, Continuing Education	409-291-5179

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APPENDIX J: NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT TECH PREP CAMPUS CONTACTS AND CURRICULUM TEAMS (ARTICULATION REVIEWERS)

TECH PREP COLLEGE CONTACTS

District Office
Pat Rajski Lyon
District Director of Articulation Services
District Office, Room 338
281-260-3113

Kingwood College
Rose Austin
Dean of Educational Resources
ADM-110C
281-359-0448

North Harris College
Georgia Carmichael
Assistant Dean
A-107-D
281-618-5404
Updated Last: 6-24-98

Montgomery College
Rajiv Malkan
Associate Dean
Building B
409-273-2900

Tomball College
Robert Jones
Associate Dean
S-257-C
281-351-3339

CURRICULUM TEAMS

TECHNICAL MEMBERSHIP

ACCOUNTING

Facilitator
Brenda Steuer, NHC
Faculty Representative
Lin Dawson, KC**
Richard Hunting, MC
Karen Russom, NHC
Brenda Hartman, TC

AUTOMOTIVE TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Glynn Talbert, NHC

COMPUTER GRAPHIC ARTS TECH.; DESKTOP PUBLISHING; MULTIMEDIA DEVELOPMENT

Facilitator
Elizabeth Chapman, KC
Faculty Representative
KC
Deborah Harper, MC**
Kay Pallavicini, NHC
Theresa Capretta, TC**

COMPUTER INFORMATION SYSTEMS

Facilitator
Margaret Huron, NHC
Faculty Representative
Rhonda Dunn, KC
Teresa Fernandez, MC
Ray Mollere, NHC
Jack DeSola, TC

BIOTECHNOLOGY

Facilitator
John Chapin, MC
Faculty Representative
Brian Shmaefsky, KC**
William Geoghegan, MC
Jim Raines, NHC**
Cathy Stubblefield, TC**

CHILD CARE AND DEVELOPMENT

Facilitator
Susan Willis, NHC
Faculty Representative
Sue Thornton, NHC
KC**
MC**

ELECTRONICS TECHNOLOGY/ ENGINEERING TECHNOLOGY

Facilitators
Larry Brillhart, NHC/
Jim Simpson, TC
Faculty Representative
Arnie Andrasian, MC**
Cheryl Upshaw, NHC
John Pierce TC**
Marc Nekhom, KC**

ENGINEERING DESIGN GRAPHICS TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
David Mott, NHC
Gordon Carruth, MC
Marc Nekhom, KC**

ENGLISH AS A SECOND LANGUAGE

Facilitator
Anne Albarelli, NHC
Faculty Representative
Carmen Aguilera-Goerner, KC**
Alice Savage, NHC
Samantha Streamer, TC**

COSMETOLOGY

Facilitator
Kendra Woods, KC
Faculty Representative
Bliss Mayberry, KC
Lana Smith, NHC

CRIMINAL JUSTICE

Facilitator
Warren Nichols, MC
Faculty Representative
Steve Davis, KC**
Paul Novak, MC
Richard Becker, NHC
Ruth Telschow, TC**

INTERIOR DESIGN TECHNOLOGY

Facilitator
Reba Kochersperger, KC
Faculty Representative
Nancy Lickson, KC

INTERPRETER TRAINING

Facilitator
Jennie Harrison, NHC
Faculty Representative
TBA, NHC

LEGAL ASSISTING

Facilitator
Margaret Huron, NHC
Faculty Representative
Sherry Young, KC**
Marcy Fawcett, NHC
Theresa Capretta, TC**

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Facilitator
Larry Brillhart, NHC
Faculty Representative
Harish Shah, NHC

HUMAN SERVICES

Facilitator
Mary Pat Trenkle, TC
Faculty Representative
Kathleen M. Monahan, MC
Adrian Rapp, NHC**
Steve Haberman, TC
KC**

NURSING

Facilitator
Christal Albrecht, NHC
Faculty Representative
Thelma Bowie, KC
Linda Sue King, MC
Peggy Aalund, NHC
Kathy Emmite, TC

OCCUPATIONAL THERAPY ASSISTANT

Facilitator
Robert Jones, TC
Faculty Representative
Terra Ruppert, TC
Alma Watson, KC

OFFICE ADMINISTRATION

Facilitator
Rajiv Malkan, MC
Faculty Representative
Sherry Young, KC
Debra Harper, MC
Nancy Hendersen, NHC
Theresa Capretta, TC

PARAMEDIC TECHNOLOGY

Facilitator
Brenda Steuer, NHC
Faculty Representative
KC**
Steven Kolar, NHC
TC**

MACHINING TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Dale Benke, NHC

MANAGEMENT/MARKETING

Facilitator
Rajiv Malkan, MC
Faculty Representative
Lin Dawson, KC**
Marybeth Kardatzke, MC
Harris O'Brien, NHC
Wendy Lamb, TC

PHYSICAL THERAPIST ASSISTANT

Facilitator
John Chapin, MC
Faculty Representative
Charles Costello, MC

RESPIRATORY CARE THERAPIST

Facilitator
Kendra Woods, KC
Faculty Representative
Kenny McGowen, KC

TRAVEL MANAGEMENT

Facilitator
Elizabeth Chapman, KC
Faculty Representative
Debbie Adams, KC

VETERINARY TECHNOLOGY

Facilitator
TC
Faculty Representative
George Younger, TC

WELDING TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Russell McDonald, NHC

ACADEMIC MEMBERSHIP

AGRICULTURE

Facilitator
TC
Faculty Representative
Diane Petty, KC
MC
Jim Raines, NHC
Melanie Younger, TC

ANTHROPOLOGY/ SOCIOLOGY

Facilitator
Warren Nichols, MC
Faculty Representative
Tony Foster, KC
Karin Lyle, MC
Adrian Rapp, NHC
Ruth Telschow, TC

ART

Facilitator
Deborah Ellington, NHC
Faculty Representative
Rebecca Riley, KC
Carlos Landa, MC
Jim Robertson, NHC
Earl Staley, TC

BIOLOGY

Facilitator
Robert Jones, TC
Faculty Representative
Mike Clark, KC
Brenda Wellmeyer, NHC
Melanie Younger, TC
John Rousseau, MC

BUSINESS/ ECONOMICS

Facilitator
Jim Simpson, TC
Faculty Representative
Nora Diaz, KC
Michael Palanski, MC
Brenda Steuer, NHC
George Loughran, TC

CHEMISTRY

Facilitator
Kendra Woods, TC
Faculty Representative
Jeannie Whileyman, KC
John Magner, MC
Hanh Buu, NHC
Jim Pelezo, TC

DRAMA

Facilitator
Reba Kochersperger, KC
Faculty Representative
Ron Jones, KC
Glenna Maglio, MC
Joe Kaough, NHC
John Mayer, TC

ENGINEERING

Facilitator
Judy Taylor, NHC
Faculty Representative
Marc Nekhom, KC
David Durdin, NHC
Mike Csiszarik, TC
MC

ENGLISH/ DEVELOPMENTAL STUDIES

Facilitator
Cher Brock, NHC
Faculty Representative
Sharon Hendrikson, KC
Martina Agbanyo, MC
Lane Johnson, NHC
Doug Boyd, TC

FOREIGN LANGUAGES

Facilitator
Mary Pat Trenkle, TC
Faculty Representative
KC
Bertha Parle, MC
Dan McLean, NHC
Robert Rodriguez, TC

GEOGRAPHY

Facilitator
Susan Willis, NHC
Faculty Representative
Link Hullar, KC
Gary Brown, MC
Myles Mustoe, NHC
Tom Lovell, TC

GEOLOGY

Facilitator
Gary Clark, NHC
Faculty Representative
Jean Whileyman, KC
Tom Hobbs, NHC
Hulon Madeley, TC
Linda Crow, MC

GOVERNMENT

Facilitator
Carol Bary, MC
Faculty Representative
Vida Davoudi, KC
David Kennedy, MC
Jim Puetz, NHC
Annie Benefield, TC

HISTORY

Facilitator
Warren Nichols, MC
Faculty Representative
Steve Davis, KC
Craig Livingston, MC
Phil Crow, NHC
TC

HUMAN DEVELOPMENT

Facilitator
Elaine Ader, MC
Faculty Representative
LeeAnn Coulson, KC
Russell Flinn, NHC
Ed Albracht, TC
Karen Murphy, MC

HUMANITIES

Facilitator
Mary Pat Trenkle, TC
Faculty Representative
Rebecca Riley, KC
Teresa James, NHC
Rebecca Dowden, TC

JOURNALISM

Facilitator
Jennie Harrison, NHC
Faculty Representative
Joseph Minton, KC
Joyce Boatright, NHC
Katherine Beasley, TC

MATHEMATICS

Facilitator
Pat Juelg, MC
Faculty Representative
John Burghduff, KC
Maureen Loiacano, MC
Dennis Weltman, NHC
Pat Stone, TC

MUSIC

Facilitator
Deborah Ellington, NHC
Faculty Representative
Todd Miller, KC
David Englert, MC
Gary Liebst, NHC
Mary Ella Phelps, TC

PHILOSOPHY/ RELIGION

Facilitator
Reba Kochersperger, KC
Faculty Representative
Daniel Coleman, KC
Kevin Sumrall, MC
Olin Joynton, NHC
TC

PHYSICAL EDUCATION

Facilitator
Christal Albrecht, NHC
Faculty Representative
Skip Genuchi, KC
Vince Loffredo, MC
Megan Franks, NHC
Rick Grimes, TC

PHYSICS

Facilitator
John Chapin, MC
Faculty Representative
Bill Leach, KC
John Magner, MC
Mike Shelby, NHC
Mike Csiszarik, TC

PSYCHOLOGY

Facilitator
Earl Campa, MC
Faculty Representative
Raquel Henry, KC
Kevin Sumrall, MC
Glenda Smith, NHC
Anice Bullock, TC

SPEECH

Facilitator
Pat Juelg, MC
Faculty Representative
Domingo Bongiorni, KC
Glenna Maglio, MC
Wade Hescht, NHC
John Mayer, TC

**Faculty Member is a non-voting member of the team.

APPENDIX K: SUMMARY OF PERSONNEL DUTIES

Articulation Services Office (Director of Articulation Services)

Accepts the responsibility for the articulation program and coordinates activities between NHMCCD and ISDs.

Requests annual priorities for articulation from Associate Deans and ISD representatives.

Reviews and validates incoming completed articulation agreements and tech prep educational plans.

Maintains the official articulation and tech prep files.

Updates articulation data base as needed.

Coordinates the distribution of articulation agreements, data bases, and promotional materials.

Initiates biennial evaluation of articulation activities.

Serves as a liaison and contact for ISDs with NHMCCD.

Curriculum Facilitator (Campus Associate Dean

Identifies annual program priorities for articulation in conjunction with Curriculum Services Office and ISD representatives.

Obtains the name and address of the public school contact from Curriculum Services Office.

Coordinates review/initiation of articulation with program curriculum team members.

Provides articulation recommendation to the Curriculum Services Office for preparation.of articulation agreement.

Approves and signs the articulation agreement prepared by Curriculum Services Office.

Receives and routes fully signed articulation agreement and documentation with curriculum team members.

Share, review and approve tech prep educational plans with curriculum teams.

Review articulation/tech prep promotional materials and share with curriculum teams.

Assists with the smooth transition of articulation materials as needed.

Assists with the steering of the articulation agreement through the approval process.

Curriculum Teams

Attend articulation meetings.

Prepares instructional materials for articulation as needed with the assistance of the program personnel.

Meets with his/her public school counterpart to review the matching of competencies within courses proposed for articulation.

Obtains the approval of all program faculty for the articulation agreement.

NHMCCD Tech Prep Campus Contacts

Maintains contact with independent school districts in vicinity of campus.

Solicits ideas for articulation and forwards information to the Associate Dean.

Attends articulation and tech prep meetings as appropriate.

Disseminates information on articulation and tech prep to all campus personnel and ISDs in vicinity of campus.

Serves as a reviewer for articulation agreements and tech prep educational plans.

Serves as a resource to local business community and ISDs.

Arranges for high school students to visit campus.

Makes presentations to campus and regional high school students, parents, and personnel regarding articulation and tech prep.

Counselors

Becomes familiar with articulation process.

Obtains articulation promotional materials for use in counseling students.

Keeps open communications with his/her public school counterpart about articulation activities.

Advises students about articulation.

Assists with the processing of requests from students for articulated credit.

PUBLIC SCHOOL REPRESENTATIVE (ADMINISTRATOR)

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish articulation priorities for the school year.

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish appropriate timelines for articulation for the school year.

Provides necessary information to the Curriculum Services Office regarding program articulation reviewers from the ISD.

Assists with obtaining the necessary signatures on the articulation agreement.

Assures that the signed agreement is returned to the NHMCCD Curriculum Services Office.

Accepts and distributes articulation data base and promotional materials to the high school counselors, articulation reviewers, program faculty, and other administrators as needed.

Instructors

Informs students of the opportunity to acquire credit through the various types of articulation.

Informs students of the requirements for eligibility for articulation.

Reviews and approves articulation agreements.
Distributes articulation promotional materials to students.

APPENDIX L:

ARTICULATION PROMOTIONAL MATERIALS

Flyers available from the

District Director of Articulation Services:

Your Passport to a Better Future (Tech Prep)

Tech Net, Education that Works (Tech Prep)

TechForce 2000

Articulation Q&A Flyer,

Articulation Classroom Poster,

Articulation Certificate and Letter for

High School Students

on following pages.

BEST COPY AVAILABLE

ARTICULATION Q&A FLYER HANDOUT

(to be used with flyers listed on previous page)

What is articulation?
Articulation is a way for high school students to earn credit for introductory college courses while still in high school.

What are the benefits of articulation?

- You can earn up to 15 credit hours at a college while taking courses in high school.
- You will begin your NHMCCD degree or certificate plan at an advanced level.
- You will save money on tuition and books because you will not have to take up to 5 courses at NHMCCD.
- You can complete enhanced skills courses in several programs.

What types of courses qualify for articulated credit?
Most of the articulated courses are in the occupational technology areas. Examples are drafting, word processing, introduction to computers, office administration, criminal justice, child care, automotive technology, and welding. Check with your high school counselor or occupational technology instructor for specific articulated courses offered at your high school.

Can a student get articulated credit for academic courses?
You can receive advanced placement credit or complete an exam to receive credit for academic courses such as English, math, science, etc. Check with a NHMCCD counselor for more detailed information on apply for credit for academic courses.

Can a student take one course for articulated credit without taking the entire program at the high school?
Yes, students may completed one or more articulated courses in high school without taking an entire program. Many articulated courses are not included in Tech Prep programs.

Is there a list of all articulated courses?
A list of articulated courses is available at each high school through the counselors, at each NHMCCD college through the counselors and Associate Deans, and through the NHMCCD Office of Articulation Services.

How can a student get credit while still in high school?
Successfully master all the high school articulated course competencies with a grade of 85 (B) or above. Then talk to a counselor at any North Harris Montgomery Community College campus who will help you complete the college provisions for receiving credit at NHMCCD.

- Meet all the NHMCCD admissions and program entrance requirements.
- Enroll in a program at one of the colleges within one year after graduation from high school.
- Successfully complete six credit hours in the college program.
- Apply for the articulated credit within 28 months after graduation from high school.

What other ways can a student earn college credit prior to entering college?

Dual credit, distance learning, departmental challenge exams, CLEP/ACT, or experiential learning can be used to earn college credit. Check with a NHMCCD counselor for more detailed information.

What is the procedure for getting the articulated credit once a student is enrolled at NHMCCD?

A student must complete six hours in a program at NHMCCD, take his/her high school transcript to a counselor or associate dean, fill out the necessary documents, and credit will be posted to his/her transcript.

What are Tech Prep programs?

Tech Prep programs are educational pathways which begin in high school and continue with postsecondary study at a community/junior college, a university or an apprenticeship program. Tech Prep programs better prepare students for high-demand job offering above-average salaries and job opportunities. Programs include integrated academic courses, occupational technology courses (many of which are articulated to postsecondary institutions), and comprehensive career guidance. Check with your career and technology counselor or teacher for additional information about Tech Prep programs in your high school.

What Tech Prep programs does NHMCCD offer?

Currently offered Tech Prep programs from North Harris Montgomery Community College District are Drafting; Criminal Justice; Office Administration with Enhanced Skills in Medical Office Specialist, Legal Secretary, and Desktop Publishing; and Travel Management. More Tech Prep programs will be offered in the near future.

Are Tech Prep programs different from articulated courses?

Yes. A Tech Prep program is a coherent sequence of courses beginning in the ninth grade extending through postsecondary study including articulated high school courses. See definitions of articulated credit and Tech Prep listed above.

For more information about articulation, contact the Office of Articulation Services at 281-260-3113 or the Tech Prep college contact at any NHMCCD college.

For more information on Tech Prep, contact Shannon McBride of the Gulf Coast Tech Prep Consortium at 281-260-3524.

For more information on dual credit, etc. contact the Vice President of Educational Programs and Resources at any NHMCCD college.

Dear Student:

Congratulations on completing an articulated high school course. This entitles you to college credit at any one of the colleges within the North Harris Montgomery Community College District.

You may apply for your college credit by consulting with a registrar, counselor, associate dean, or instructor at any one of the colleges when these conditions for articulation are met:

1. Meet all North Harris Montgomery Community College District admission and program entrance requirements. Additionally, a high school transcript must be presented.
2. Enroll in a certificate or degree program requiring this articulated course at one of the colleges within one year after graduation from high school.
3. Successfully complete six credit hours in the degree or certificate program requiring this articulated course.
4. Successfully complete the high school course with a grade of 85 or better.
5. Apply for articulated credit within 28 months after graduation from high school.

If you have any questions, please feel free to call the North Harris Montgomery Community College District Articulation Services Office at 281-260-3113.

Sincerely yours,

Dr. Linda Stegall
Vice Chancellor for Education
and Student Development

CERTIFICATE FOR ARTICULATED CREDIT

This certifies that ________________________________

from ________________________________ High School

is entitled to articulated credit at any college within the

North Harris Montgomery Community College District

for ______________________________

within 28 months of high school graduation

if all conditions for articulation are met.

____

Dr. Linda Stegall
Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District

____

Teacher's signature

____

Date

ASK YOUR TEACHER ABOUT

COLLEGE CREDIT

FOR THIS COURSE.

North Harris Montgomery Community College District
Office of Articulation Services, 281-260-3113

North Harris Montgomery Community College District provides equal
Employment, admission, and educational opportunities without regard
To race, color, religion, national origin, sex, age, or diability.

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